

# Caretaker: Job Description 2022

**Reporting to:** Lorraine Smith. Property Manager

**Hours of work:** 8:00 – 12:00pm Monday to Friday

**Break:** If a ten minute unpaid break is taken, finishing time will be 12:10

**Holidays:** Annual holidays must be taken in the Christmas holiday break. The timing of this leave must be with the approval of the Property Manager

DIMENSION	KEY TASKS	INDICATORS- secure, safe, tidy, clean environment in a timely manner
<b>Cleaning</b>	<ol style="list-style-type: none"> <li>1. Be available for emergency clean ups</li> <li>2. Ensure the general cleaning duties, not included in the cleaning contract are carried out</li> <li>3. Messes of a health and safety nature are cleaned up when notification is reported</li> <li>4. Empty large bins into 5 green bins – at the beginning of each day</li> <li>5. As instructed by Property Manager</li> <li>6. BBQs</li> </ol>	<ol style="list-style-type: none"> <li>1. Anytime you are off site ensure the front desk knows of your whereabouts and you have appropriately signed out</li> <li>2. The place will be a noisy hive of activity before, during and after school. That is:               <ol style="list-style-type: none"> <li>a. The front of the school is cleaned and tidy- including roadside</li> <li>b. Large items won't be left lying around after hours</li> <li>c. Lost property is collected at the start of each day</li> <li>d. Things are being picked up as it's dropped</li> <li>e. Things are sorted in a timely proactive way</li> <li>f. At the start of each day grounds and cubby holes are free of litter and all lost property removed</li> </ol> </li> <li>3. Ensure procedures are followed appropriately. Any concerns shared</li> <li>4. Ensure area around the bins is tidy and free of rubbish</li> <li>4. If bins need replacement make certain this occurs</li> <li>4. Bin lids are closed and in appropriate places</li> <li>4. Empty all administration and library recycling bins</li> <li>5. All requests are completed in a timely manner</li> <li>5. Completed to a satisfactory standard</li> <li>6. Ensure BBQ's are being cleaned by the previous user</li> <li>6. Inform PM when consumables are running low- ie gas</li> </ol>

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<b>Maintenance of the grounds</b>	<ol style="list-style-type: none"> <li>1. Ensure grounds are kept tidy to a high standard of care</li> <li>2. Follow Health and Safety requirements</li> <li>3. Other School Projects</li> <li>4. Sweep areas of tarmac around doorways when required</li> <li>5. Ensure playground meets safety requirements</li> <li>6. Follow maintenance clearing schedule for drain covers</li> <li>7. As instructed by Property Manager</li> <li>8. Line Marking of the fields</li> </ol>	<ol style="list-style-type: none"> <li>1. Everyone will have pride coming onto Swanson School grounds. Ensure walls are free of mud</li> <li>1. Pick up any lost property as seen around the school dried and hung in the 'Lost Property Shed'. See lost property procedures for further information</li> <li>1. Follow school's vision – including environmentally responsible disposal of waste – compost, plastic recycling, paper recycling</li> <li>1. Pick up rubbish as it is seen</li> <li>1. Clear the golf course side of the back-boundary fence of all items that have come from the school</li> <li>1. Return hut building materials to the correct area. Collect and discard any pieces of wood less than 500mm</li> <li>2. Be a model for H&amp;S requirement yourself- use appropriate protective clothing equipment</li> <li>2. Playground checks- equipment is safe for designed use. Bark levels appropriate</li> <li>3. These can be wide and varied: such as digging, handling heavy machinery, and moving heavy objects</li> <li>4. All rubbish would be removed before any clients arrive at the start &amp; during every day</li> <li>4. Tarmac would also be water-blasted removing gum, moss, dirt</li> <li>5. Such as nails removed from hut building material, ensure bark level is sufficient.</li> <li>5. Check that the grounds are free of broken glass, dog faeces, and graffiti before children arrive</li> <li>5. Property Walk findings and 'to dos' are completed in a timely manner</li> <li>6. All drains are kept clear of debris- such as leaves/rubbish</li> <li>6. Hydro jetting will be kept to a minimum</li> <li>7. All requests are completed in a timely manner</li> <li>7. Completed to a satisfactory standard</li> <li>8. Mark out the fields as required. That is- soccer, rugby in the winter and athletics in the summer</li> </ol>

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<b>Maintenance of buildings</b>	<ol style="list-style-type: none"> <li>1. Carry out necessary building maintenance</li> <li>2. Water-blasting of decks (4 x year)</li> <li>3. Washing of buildings (4 x year)</li> <li>4. As instructed by Property Manager</li> </ol>	<ol style="list-style-type: none"> <li>1. All H&amp;S requirements are met by those completing work &amp; ourselves</li> <li>1. Guttering/downpipes and drains are kept clear of debris build up</li> <li>1. Getting balls etc off the roof</li> <li>2. There will be no moss/excess dirt... on decks. This will limit slipperiness of timber. All cubby holes are water blasted</li> <li>3. Mould/dirt/plant growth won't appear on buildings/ in gutters</li> <li>4. All requests are completed in a timely manner</li> <li>4. Completed to a satisfactory standard</li> </ol>
<b>Looking after tools</b>	<ol style="list-style-type: none"> <li>1. Ensure property not being used is adequately stored</li> <li>2. Tools are kept in a working order</li> <li>3. As instructed by Property Manager</li> </ol>	<ol style="list-style-type: none"> <li>1. Liaise with property manager as necessary for ordering of equipment</li> <li>1. Liaise with Deputy Principal</li> <li>2. Follow manufactures user manuals</li> <li>2. Inform asap of any issues around maintenance</li> <li>3. All requests are completed in a timely manner</li> <li>3. Completed to a satisfactory standard</li> </ol>

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<b>Personnel</b>	<ol style="list-style-type: none"> <li>Property staff communications</li> <li>Work alongside gardener with tasks/roles which cross over- such as autumn leaf fall, rubbish removal...</li> </ol>	<p>Swanson School values and vision is upheld All aspects of the role are completed in a positive professional manner</p> <ol style="list-style-type: none"> <li>Strong, positive working relationships between PM &amp; personnel</li> <li>Participate in regular weekly meetings - information of occurrences are well shared. Reasons, objectives are met</li> <li>All relevant health and safety equipment (such as goggles, earmuffs, visor, gloves, leg protectors, overalls), tools, keys etc are appropriately used</li> <li>Tools are replaced as required- notified in a timely manner</li> <li>Property staff are approachable- and requests are followed up in a timely manner.</li> <li>Inform well in advance any planned absences so absences can be filled</li> <li>Keep relevant parties informed</li> <li>Liaise with health and safety team</li> </ol> <ol style="list-style-type: none"> <li>A happy working environment with jobs being completed to a high standard and in a timely manner</li> <li>At times children will come up to you and ask you what you're doing and if they can help. Allowing this under your supervision helps our children gain some more life skills they otherwise might not get</li> </ol>
<b>Liaison with Property Manager</b>	<ol style="list-style-type: none"> <li>Liaise with Property Manager regarding any issues relating to property that require reporting, consultation and /or information sharing</li> </ol>	<ol style="list-style-type: none"> <li>Any concerns/issues openly shared during weekly meetings. Property projects updated as to situation/progress toward outcomes</li> <li>Note any damage/dirt etc- communicate and sort</li> </ol>

- NB – **YOU ARE IN A POSITION OF TRUST**. Any information about students and teachers you come across is **CONFIDENTIAL** and must not be shared with other children or adults. We have a duty to respect the privacy of staff, children and their families
- As a part of our staff, the school expectation is that you present yourself in a professional manner. This includes behaviour, language, clothing and personal hygiene.
- In the event that the Property Manager is absent refer to Maintenance Schedule for duties that need to be covered
- The caretaker is expected to notice jobs that need doing around the school and report these to the Property Manager/Deputy Principal

Signed: \_\_\_\_\_

Leandro Piantelli \_\_\_\_\_  
Principal

Date: \_\_\_\_\_