



# Rainy River District School Board Invites applications for the position of Casual Caretaker

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<b>Posting Number:</b>	2021-28	<b>Date:</b>	September 10, 2020
<b>Position:</b>	Casual Caretaker		
<b>Job Description:</b>	Attached		
<b>Location:</b>	Various		
<b>Hours of work:</b>	All casual personnel must be able to work on an on-call basis. Successful candidates will be placed on the School Casual List for casual, on-call work with no guarantee of hours of work.		
<b>Rate of pay:</b>	\$19.97 per hour as per the CUPE Collective Agreement		

Application forms are available on the Employment page of the Board's website (<https://www.rrdsb.com>).

**Apply in writing referencing the posting number. Include your [Non-teaching Application Form](#), cover letter, resume and [Reference Authorization Form](#) to:**

Human Resources Department  
Rainy River District School Board  
522 Second Street East  
Fort Frances, ON P9A 1N4  
Fax: (807) 274-1950  
Email: [humanresources@rrdsb.com](mailto:humanresources@rrdsb.com)

**Recognizing the significant impact that COVID-19 is having on our world and our ways of doing business, the Board recognizes that the recruitment/selection process may need to be modified to ensure individual and community safety.**

**Accommodation in the recruitment process is available upon request for applicants with disabilities.  
This publication is available in accessible formats upon request.**

*We thank all applicants but only those who are selected for an interview will be contacted.*

For further clarification or questions please contact  
Tara Rajala, Temporary Human Resources Coordinator, at 807-274-9855 ext. 4971

**Closing Date: Ongoing Applications Acceptance 2020-2021**



## **JOB DESCRIPTION**

**DEPARTMENT:** Maintenance

**POSITION:** Caretaker/Custodial Elementary

**EMPLOYEE GROUP:** CUPE Local 65

**DATE PREPARED:** October 1999

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### **JOB FUNCTION:**

1. Under the direct supervision of the Lead Custodian (where applicable) and the indirect supervision of the Principal/Vice-Principal or designate (direct supervision in a one-custodian school), the Custodian I is responsible for the cleaning, minor maintenance and security of the school.

### **RESPONSIBLE TO:**

2. The Custodian I is responsible to the Lead Custodian, where applicable. In a one-custodian school, the Custodian I is directly responsible to the Principal/Vice-Principal or designate.

### **JOB SPECIFICATIONS:**

3. Minimum Grade 12 Education, or equivalent experience;
4. Valid Ontario driver's licence;
5. Ability to interpret simple drawings and to be able to relate them to operating equipment;
6. Ability to visually compare parts for wear, to repair or replace such things as air filters;
7. Eye - hand coordination and manual dexterity to make rapid and accurate adjustments or minor repairs to equipment;
8. Physical strength for light to medium work to carry tools and parts, and agility to climb stairs and ladders, and crouch, crawl, kneel, or balance on scaffolds to make adjustments or minor repairs to equipment;
9. Good hearing to detect malfunctions in equipment;
10. Good vision to read gauges and charts and judge distances;

11. Adaptability to exposure to extremes of heat or cold and noise and vibration from fans, and compressors;
12. Dependable, competent and continued ability to carry out responsibilities;
13. Physically capable of performing the essential duties of the job.

**DIRECTION RECEIVED/INDEPENDENT ACTION:**

14. Follows procedures established by the Board reporting with regard to breakdowns, repairs and supply needs. Follows established practices with regard to cleaning duties and regulations and procedures with regard to sanitary practices and handling of chemicals as well as the WHMIS regulations and the Fire Marshall's Act.
15. Receives individual tasks and priority assignments monthly from the Superintendent of Plant Operations and Maintenance and on occasion priority assignments from Principal/Vice-Principal or designate.
16. Works independently to carry out cleaning tasks. Plans daily schedule and determines priority tasks. Re-schedules tasks as unanticipated cleaning requirements are discovered (e.g. classroom floor must be mopped as children spilled paint). Selects appropriate cleaning agents and tools to remove stains, graffiti, gum, etc. without damaging surfaces.
17. Direction with regard to new or revised regulations and policies is provided by supervisor. On-the-job training and orientation for newly hired employees is available as arranged by the Supervisor.

**SUPERVISION/DIRECTION OF OTHER EMPLOYEES:**

18. Not normally responsible for the supervision of other employees but provides orientation to new employees and instruction in work procedures and practices.
19. Assigns individual tasks and work assignments to new employees and checks that tasks are satisfactorily completed.
20. Required to follow safe work practices to avoid injury to students, co-workers and other facility users.

**WORKING RELATIONSHIPS:**

Inside Contacts:

21. Teaching Staff/Principal/Vice-Principal or designate -  
To receive notification regarding building maintenance problems/repairs and exchange information.
22. Maintenance Person -  
To exchange information regarding repairs.

Outside Contacts:

23. Students -  
To monitor students in building after regular school hours and direct those misbehaving to leave.
24. General Public/Organization Members -  
To respond to requests for direction or information.

**DUTIES AND RESPONSIBILITIES RELATED TO MAJOR ACTIVITIES:**

Major Activity A: Activities relating to cleaning while school is in session

25. Unlocks school doors in the morning and checks to see if furnace is running. Checks furnace pilot light and listens to hear if it is running, checks thermostat. Responsible for turning on Security Systems and reporting any security problems to the Superintendent. Responsible for keys.
26. Stocks cleaning cart with cleaning fluids, paper products, rags, utensils, etc. from on-hand supplies. Advises Maintenance Supervisor of low stock items.
27. Sweeps floors; tidies and repositions furnishings; picks up litter and refuse, empties waste baskets, and stacks bagged garbage for removal.
28. Unlocks rooms and areas to perform cleaning tasks. Ensures windows are closed and doors locked when cleaning of area is complete. Unlocks doors to rooms/areas to admit authorized personnel (e.g. Board members, teachers).
29. Daily cleans doors, windows, sweeps outside entrances, cleans toilet seats, bathroom sinks and drinking fountains.
30. Daily washes table tops and desks, scraping glue off desk tops when necessary.

31. Daily dusts filing cabinets, ledges, etc.
32. Daily picks up papers and litter off carpets and vacuums.
33. Dust mops all tile and cement floor areas. Wet mops hallways and spills on tile and cement floor.
34. Replenish toilet tissue, paper towels and soap in dispensers.
35. When necessary cleans mirrors and wipes walls to remove graffiti.
36. Weekly vacuums offices, and specialized rooms such as computer room, library and Board room.
37. Weekly cleans sink, washes blackboards and chalk ledges. Dust computers, tables and shelves in computer room and library.
38. Weekly cleans and disinfects toilets, urinals and garbage cans with chemical disinfectant.
39. Cuts grass in school yard and picks up litter.
40. Shovels snow from all entrances, walkways, roof, etc.
41. Hoist and remove flag daily.
42. Cleans after special events in gym, boardroom, or parents night in school. Supervises community user groups using school facilities after school hours.
43. Notifies supervisor of supplies required. In a one-custodian school, maintain inventory of cleaning/custodial supplies.
44. Protects confidential material learned through the performance of duties (i.e. material left lying on desks).
45. Ensure building security is maintained. Investigate unauthorized activities in or on grounds of the school and report subsequent problems to supervisor and proper authorities, including vandalism, break-ins and fire alarms. Ensure fire extinguishers and emergency lighting systems are operational.

Major Activity B: Facility Maintenance

46. Notes and make written reports on deficiencies, damage and repair needs (e.g. lights burned out in gym., lock broken, toilet plugged) observed while performing cleaning tasks.

- 47. Performs minor plumbing repairs (e.g. unplugs drains and toilets).
- 48. Cleans up after water leaks or broken glass.
- 49. Changes burnt out light bulbs and installs pencil sharpeners.
- 50. Provides minor general repairs such as tightening loose screws and hammering in protruding nails. Performs minor maintenance and repairs to building, furnishings and fixtures including painting and touch up required.

Major Activity C: Custodial and maintenance duties during school breaks

- 51. Washes down walls, cleans light fixtures, washes window interiors and exteriors. Scrubs or scrapes walls, desks, windows and floors to remove graffiti and adhered material (e.g. gum, glue, tape, stickers, labels).
- 52. Washes and cleans furnishings. Clears each classroom of furnishings in preparation for stripping and waxing; and, replaces furnishings and sets up classrooms after floors are prepared.
- 53. Uses long-handled tools (e.g. mops, brooms), operates vacuum cleaner and scrubbing machines. Performs minor service (e.g. empties and cleans dust bags); inspects for wear/damage; and ensures all custodial equipment is properly stored.
- 54. Dusts all window blinds.
- 55. Thoroughly vacuums and shampoos carpets.
- 56. Takes all dust mops to laundromat.
- 57. Perform any other related duties as may be assigned by the Lead Custodian (if applicable) and/or Principal/Vice-Principal or designate.

**EFFORT:**

Physical Demands:

- 58. Physical Strength: Daily routine involves push/pull of desks to sweep and realign rows; and, lift/carry bagged garbage weighing up to 50 lbs. Repeated lift/carry operations are irregularly required when clearing classrooms of desks and furnishings.

- 59. Physical Agility: Daily routine involves reaching, stooping, twisting to perform cleaning tasks. Irregularly required to maintain physical balance while working from stepladder to perform dusting and maintenance (e.g. light fixtures, bookcases).
- 60. Muscular Strain: Daily work routine involves continuous standing and walking.
- 61. Manual Dexterity: Operates equipment and tools requiring whole body control and course movements (e.g. vacuum cleaner, broom).

Mental and Visual Demands:

- 62. Time Factors: Maintenance of designated areas of the school facility in clean and tidy condition must be accomplished within regular work schedule. Unanticipated cleaning requirements create conflicting priorities.
- 63. Interruptions/Disruptions: Unlocking doors for people wanting into the rooms such as library or into school.
- 64. Concentration and Visual Attention: Operation of scrubbing machine irregularly requires concentration and visual attention for short to moderate periods.

**WORKING CONDITIONS:**

Hours of Work:

- 65. Length of work day varies, depending on which school. Shifts are split and occur throughout the day into late evening.
- 66. There is no regular requirement for overnight travel.
- 67. All additional hours are compensated.

Work Environment:

- 68. Spends 80% of the average work year indoors in designated areas of the school facility, with attendant exposure to dust, bodily wastes, machine noise and chemical fumes. The remaining 20% of the work year is spent outdoors in close proximity to shelter while cleaning exterior windows, maintaining school grounds and shovelling snow with attendant exposure to climatic conditions.
- 69. Exposed to heat and poor ventilation while performing major cleaning during summer break.

Hazards:

70. Frequently exposed to germs/infectious disease and caustic cleaning fluid while cleaning washroom areas. Irregularly exposed to risks of falling while working from step ladder at heights of 6 to 10 feet and to slipping/falling on wet surfaces when working on wet surfaces, or slipping/falling on ice when cleaning entrances.

**CONDITIONS OF EMPLOYMENT:**

1. Board of Education Policies & Procedures
2. Collective Agreement
3. Caretaking Handbook
4. Membership in CU