

Purpose/Background

The Caretaking service is an important part of the educational system. HBO's ensure a clean, safe and attractive facility that function efficiently, without interrupting the purpose of the building. Principals and caretakers must know and follow applicable Division guidelines. The caretaker's prime consideration is the safety and well being of the building occupants.

The Head Building Operators (hereafter referred to as the HBO) are responsible to both the **Principal** and the **Supervisor of Caretaking** for the effective and efficient operation of his/her Caretaking Department. In co-operation with all RVS staff, the HBO must make every effort to ensure the Division's high standards of cleanliness are met or exceeded. The Supervisor of Caretaking, Principals, and HBOs make every effort to preserve positive relationships and efficiency in the daily operation of the school and of caretaking services.

Procedures

HBO Responsibilities To the Principal and Supervisor of Caretaking

1. In co-operation with the Principal and school staff, maintain the cleanliness of the building and surrounding grounds within RVS standards regarding level of service and cleanliness.
2. Annually schedule and communicate to the Supervisor of Caretaking and Principal, all regular school year caretaking activities including summer cleaning and vacation time.
3. Participate in the evaluation of Caretaking staff (and hiring when requested).
4. Inform the Principal and the Supervisor of Caretaking of any absences including any specific needs for coverage.
5. Report the occurrence of after-hour callouts to Supervisor of Caretaking and Principal.
6. In co-operation with the Principal, oversee community use of school.
7. Assist with RVS energy conservation programs including maintaining the internal environment of the building within the RVS specified comfort zone.
8. Adhere to the regulations outlined in the provincial Occupational Health & Safety Act.
9. In co-operation with the Principal, ensure rules and regulations of the Alberta Fire Code are enforced.
10. Within RVS jurisdictional expectations, support waste management and recycling.
11. Participate in the Crisis Management Plan.
12. Other reasonable caretaking duties as assigned by the Principal (confirmed by the Supervisor of Caretaking) such as minor and occasional support of relocation of furniture and equipment (subject to WCB, OH&S, and RVS limitations).

HBO Responsibilities to the Principal

1. Undertake frequent communication with the Principal, as the Principal is responsible for the day-to-day supervision of the HBO.
2. Collaborate with the Principal regarding school security and procedures relating to security codes, keys and callouts.
3. Report and perform minor maintenance and emergent repairs as listed in the job description (general limit: 15 minute tasks).
4. Report internal and external vandalism to the Principal, the Service Response Center and the RCMP if possible, make an initial attempt to make the damaged area safe and secure.
5. Interact with staff, students, parents and community in a friendly, cooperative and helpful manner by being involved with staff and students when possible.
6. Impact the school's environment through positive public relations by fielding questions from visitors regarding school maintenance and operation and contributing as a participant in school events

Resources:

- Job Descriptions:
 - Head Building Operator
 - Building Operator
 - Multi Building Operator
 - Lead Caretaker
 - Caretaker- full time, part time, and casual
- Standards of Cleanliness Quick Reference
- Definitions of Standards of Cleanliness for RVS

- Preparation for Summer Cleaning