

Job Description – Casual Assistant Caretaker



Position Title	Assistant Caretaker
Name	AC020522
Reports to	Principal, Business Manager
Relationships	All Staff, Students, Whanau, the wider community

Employment Status: Casual.

Conditions of Employment: As per the School Caretakers' and Cleaners' Collective Agreement.

Allowances

Refer to [Part 4](#) of the School Caretakers and Cleaners' Collective Agreement

Purpose of the position

The assistant caretaker is responsible for the safety and cleanliness of the school grounds and buildings. Minor maintenance work shall be undertaken when such work can be done without the requirements of a registered or qualified tradesperson. The assistant caretaker shall ensure the highest standard of hygiene for the school and will ensure the highest standard of maintenance of the school buildings and grounds.

Tasks and Duties

The following list specifies some of the tasks that will be undertaken as a casual school assistant caretaker, but other tasks may be requested at the discretion of the principal and their delegate to ensure the efficient running of the school.

Grounds & Buildings

Key Responsibilities	Appraisal Indicators
Repairs & Maintenance	<ul style="list-style-type: none">• Maintain all school grounds and gardens to a high standard.• Attend to building maintenance and minor repairs including schoolhouses.
Rubbish and recycling	<ul style="list-style-type: none">• Ensure school refuse and recycling are disposed of on the appropriate day.• Checking grounds tidiness for litter and dealing with it as appropriate.

Boiler

Key Responsibilities	Appraisal Indicators
Boiler Operations	<ul style="list-style-type: none">• Ensure the school is adequately heated on days that require the school to be heated.

Cleaning

Key Responsibilities	Appraisal Indicators
Cleaning	<ul style="list-style-type: none">• Attend to emergency cleans as required through the school day to maintain a safe and healthy environment.

General Responsibilities

Key Responsibilities	Appraisal Indicators
Assist	<ul style="list-style-type: none">• Assist with deliveries of equipment, materials, etc.• Assist or carrying out the periodic moving or erecting of furniture or fittings for special events, e.g. assemblies, or sports events etc.
Furniture and assets	<ul style="list-style-type: none">• Report any damage or need of replacements to the appropriate persons.• Manage safe and secure storage of spare furniture in an organized, tidy and accessible way.
Caretakers' equipment & buildings	<ul style="list-style-type: none">• Maintain all caretaking equipment to a high standard and ensure safe custody.• Maintain an orderly, tidy caretaker's shed and associated storerooms.
Board policies & legislation	<ul style="list-style-type: none">• Keep up to date with school policies and legislation through SchoolDocs
Hazards	<ul style="list-style-type: none">• Take all appropriate steps to deal with and identify any hazards as soon as practical and report these in the hazard register.• Keep all hazardous substances in the designated Hazchem storage facility.
Security	<ul style="list-style-type: none">• Be available when required on emergency security callouts.• Ensure that school site is secure at the end of each day• Ensure all locks, and doors are in good working order.
Health & Safety	<ul style="list-style-type: none">• Always ensure the safety and wellbeing of staff and students.

Declaration:

Approved Sign & Date:	<i>Blair Sheat</i>
Appointee Sign & Date:	