

487 HOUSEKEEPER

Identifying Information

Position Title: Housekeeper
Classification Title: Support Staff
Department: Schools
Reports to: Custodian Supervisor
Position Supervises:

Position Summary

The Housekeeper performs light cleaning duties at schools. The Principal in consultation with the Custodian Supervisor, will also require the housekeeper to assist with other activities such as delivering school supplies and maintaining a safe school environment. The housekeeping duties are required during the school's operational hours.

Qualifications

1. Ability to stand and walk for long periods
2. Ability to lift and move over 50 pounds
3. Knowledge of different cleaning products and tools
4. Time-management and multitasking abilities
5. Physical strength and stamina
6. Organization skills
7. Good verbal communication and interpersonal skills
8. Ability to work with minimal supervision

Duties and Responsibilities

Housekeeping responsibilities may differ for Elementary, Middle and High Schools but the main responsibilities are outlined below:

1. Locks and unlocks doors as required during the day.
2. Helps with fire alarm tests.
3. Turns on hallway and washroom lighting.
4. Dust, polish and arrange furniture.
5. Pick up litter during the day.
6. Clean up bodily fluids as required.
7. Vacuuming.
8. Tidy-up/clean cafeteria, lunchroom; assists the lunch hour supervisors.
9. Collect litter and dispose of garbage inside the building and around the premises. Clean and change outside bear proof bins.
10. Replenish dispensers.
11. Check tarmacs and playtoy areas for safety concerns.
12. Ensures all exits and hallways are maintained in a safe and clean state.
13. Clears snow and ice from entrances/exits when necessary. Spreading of ice melter on sidewalks when required.
14. Inventories cleaning supplies and informs Custodian Supervisor of stock levels.
15. Keep all custodial closets stocked with supplies (rags, mop heads, soaps, etc.).
16. Collect and dry, if necessary, all rags and mop heads for weekly sanitation.
17. All other light duties as assigned by Custodian Supervisor or school administration.

References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act
Employment Standard Code
Labour Relations Code
Occupational Health and Safety Act
Freedom of Information and Protection of Privacy Act

History

Developed: August 2003
Amended: November 2010
Amended: September 2020