

## SCHOOL PROPERTY CARETAKER – SCHEDULE OF DUTIES

Responsible to Executive Officer – report daily	
Responsible for holding keys to all buildings.	
Securing Property Caretaker’s room, equipment shed and boiler room when leaving the area.	
Daily disposal of materials (in black MGB’s bins) not suitable for recycling to big bin by hall carpark.  Collections: Rubbish: Fortnightly – Wednesday Paper: Weekly - Thursday Recycling: Fortnightly - Thursday	
Supervising the recycling bins for waste paper and place bins at the school gate each collection day (Paper/cardboard – green jumbo bins. Recyclables (plastic/glass/aluminium/cans only) in yellow-lid jumbo bins, food waste to compost/chickens)	
Liaising daily with Executive Officer informing of any matters of maintenance and supply requiring attention. Any matters that might affect the health or safety of pupils and staff must be communicated immediately after they are reported or observed.	
Purchasing of school cleaning materials, keeping a check on supplies and requisitioning the same, using an order form and number.	
Replenish all toilet requisites including classroom and office supplies of Purell, tissues, handtowels and liquid soap daily	
Attend to the heating system as required and have the school adequately heated by 8.30am in winter (by request). The Property Caretaker will keep the boiler in good working order according to operation instructions. Contact Garatech Limited (gas boiler maintenance company) to service boiler prior to winter us. The Property Caretaker must ensure that no combustible materials are stored in the boiler room.	
Check that all lights, heaters, ceiling fans and other electrical appliances and equipment are turned off each day and that all windows and doors are secured and locked down. Ensure staff courtyard shade umbrella is raised/stowed daily when in use. Ensure all aircon units (library/admin/EO/Principal/student foyer and staffroom) are turned off at the end of every day	
Daily (early morning) unlock file room and turn on photocopiers, turn on heat pumps in admin area, principal’s and EO’s offices in winter	
Mon/Wed/Fri (early morning) collect/post mail at Howick Post Office & Milk from Countdown	
Attend to minor repairs and maintenance as required and report to the Executive Officer any matter that requires the attendance of a tradesman.	

Maintain the grounds in a neat and tidy state, keep grass mown, edges trimmed, prune, manure and water trees and shrubs as required. The Property Caretaker will attend to hand-mowing in all areas not cut by tractor mower	
Assist with the delivery and storage of all materials and equipment delivered to the school.	
Attend regularly to the cleaning of storm water drains, channels, and roof gutters. Ensure all trees and shrubs and kept clear of the buildings/roofs and gutters.	
Sweep grounds and walkways regularly, including front and rear carparks and drop-off zones.  Vacuum leaves daily and use blower in corners and entrance ways to collect leaves which accumulate  Keep front carpark and front and rear drop off zones (stormwater cesspits) clear of leaves, especially the gutters	
Will maintain all tools and equipment in good working order and be responsible for their secure storage.	
Assume responsibility for building checks and sign the appropriate sheets contained within the Building Maintenance Manual ensuring these are sent electronically to Argest when the checks have been completed.—The Building Maintenance Manual is to be housed in the Property Manager’s room.	
Monitor contract cleaning standards and report to the Executive Officer if problems arise.	
Carry out any other reasonable duties that the Board may request you to undertake in the course of your employment.	
Empty all red rubbish bins daily and change liners.	
Sanitize of all drinking fountains weekly and keep a written record of this	
Attend regularly to the cleaning of exterior windows and walls (at least once a term).	
Take the road cones to and from the drop-off zones daily.	
Ensure monthly maintenance schedule is done on defibrillator in the sickbay	
Ensure sports fields are marked out as requested ie Rugby/Soccer, Athletic Tracks	

<b>School Van #1 and Van #2</b>	
Remove the Van #1 from the garage and place in the front car park each morning and return to the garage after school each day	
Check Van bookings on calendar and have requested van available	
Ensure both vans have at least half a tank of petrol available at all times.	
Ensure both vans are kept clean and tidy at all times. Vacuuming and washing to be done on a monthly basis or more often if required.	
Ensure the school vans and trailer hold/display a current Warrant of Fitness and Registration at all times	
Ensure EO is advised if/when mechanical repair/servicing is required. Arrange any work required with Pigeon Mountain Motors, once EO gives approval ie WOF/Rego/Servicing etc	