



# Alberta Union of Provincial Employees Job Description

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## Classification: Caretaker

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### Summary of Duties:

Position is responsible for maintaining the cleanliness of AUPE's offices in Headquarters and/or the Calgary Regional Offices.

### Qualifications:

- Grade 12 Diploma, or combination of education and experience.
- Valid Class 5 Driver's License.
- Green Certified Training required.
- Current WHMIS and MSDS.
- Experience with various equipment as required.

### Experience:

- **Previous:** One (1) – two (2) years previous caretaker experience including utilizing various types of cleaning supplies and equipment.
- **On the Job:** Nine (9) months on the job to become familiar with facility security, cleaning practices, seasonal aspects of the job, and AUPE policies and procedures.

### Key Activities:

#### A. Housekeeping

- a. Performs a variety of general cleaning and grounds keeping duties.
- b. Ensures that building common areas are clean and tidy.
- c. Performs manual work of limited complexity including general cleaning of offices, meeting areas and common spaces.
- d. Cleans and disinfects assigned surfaces and equipment.
- e. Performs routine floor maintenance and cleaning such as:
  - Carpet cleaning, upholstery, and floor care.
  - Scrubs, strips and waxes floors.
  - Operates power equipment such as: scrubbers, burnishers, and polishers.
  - Wet mop and dry mop floors.
- f. Disinfects fixtures and restocks supplies in bathroom facilities.
- g. Wipes and washes surface such as furniture, counters, vents, ledges, rails, walls, light fixtures, carts, walls, ceilings and interior windows.
- h. Washes and disinfects toilets, sinks, and showers.
- i. Polishes sinks, showers, mirrors, and stainless fixtures.

**B. Garbage Duties**

- a. Empties garbage containers and replaces trash liner.
- b. Empties and washes garbage containers, replaces garbage bags, and biohazardous containers.
- c. Transports refuse to designate areas.
- d. Prepares biohazardous refuse for transport.
- e. Transports recycling to designated areas.
- f. Follows WHMIS and waste management standards.

**C. Furniture and Equipment**

- a. Assists with office and common area arrangements (set-up).

**D. Building Inspections and Security**

- a. In the course of regular duties, identifies minor damage and conducts visual check on all building systems and
- b. reports deficiencies to the Building Maintenance Coordinator.
- c. Generate work tickets when required.
- d. Assists with general security for the facility.
- e. Ensures that the building is locked and unlocked for regular operational hours.
- f. Ensures security system is active when required.

**E. Safety Responsibilities**

- a. Reports all unsafe working conditions.
- b. Follows the facility fire plan, environmental policies.
- c. Performs work in a safe and efficient manner.

**F. Ground Maintenance**

- a. Assist with snow removal, grass cutting and general clean up as directed by the Building Coordinator.

**G. Supplies and Replenishment**

- a. Checks and replenishes cleaning supplies for supply rooms and carts.
- b. Monitors overall supplies and notifies Building Maintenance Coordinator if replenishment required.
- c. Replenishes soap and hand sanitizer dispensers, paper towel, and toilet paper.
- d. Dispenses cleaning supplies from larger containers and labels with the appropriate WHMIS label.

**H. Cleaning Protocol**

- a. Required to follow all cleaning protocols at facility as directed by the Building Maintenance Coordinator.

**I. Other duties may be assigned as required based on operational requirements.**

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent to the job.

Any revisions of the document must be approved by the *Executive Director*.

**Validating Signature:**

**AUPE:** \_\_\_\_\_

Dated this day \_\_\_\_\_ of \_\_\_\_\_, 2022