

**ELK ISLAND CATHOLIC
SEPARATE REGIONAL DIVISION #41
POSITION DESCRIPTION**

POSITION TITLE	Facility Services Coordinator (Caretaking)	UNION/ASSOC.	Non-Association
DEPARTMENT	Facility Services	REPORTS TO	Director of Facility Services
DATE DRAFTED	2016-04-11	EFFECTIVE DATE	2016-04-11

ROLE DESCRIPTION

Reporting to the Director of Facility Services, the Facility Services Coordinator (Caretaking) will provide administrative services to the Facility Services Department. The Coordinator will make responsible decisions on supervision, evaluation, training and allocation of caretaking staff within the Division. This role requires considerable trust and responsibility and ability to treat privileged information in a confidential manner.

KNOWLEDGE, EDUCATION AND EXPERIENCE

This position requires a post-secondary education in a related field with a minimum of 5 years experience in a supervisory position. The Facility Services Coordinator (Caretaking) must have training and experience as a caretaker, be proficient in Microsoft Office software, possess excellent communication skills both oral and written and be able to maintain harmonious working relationships with employees and principals. In addition, the Facility Services Coordinator (Caretaking) must be self-motivated and possess well-developed organizational skills.

DUTIES AND RESPONSIBILITIES

1. Supervises and assigns the work of the caretakers and courier.
2. Makes recommendations to the Director of Facility Services in regard to evaluations, discipline, promotion, demotion, additions, and termination of caretaking staff.
3. Assists in the recruiting and hiring of caretakers and courier.
4. Evaluates work performance of caretakers in coordination with the Director of Facility Services.
5. Organizes and administers training programs for caretakers in consultation with the Director of Facility Services.
6. Assists with the development and administration of an employee awards program for caretakers.
7. Coordinates the placement of casual caretakers.
8. Establishes guidelines and standards on building cleanliness and grounds care and ensures that all caretakers comply with and Principals are aware of these standards.
9. Coordinates the snow and garbage contractors for the Division.
10. Coordinates and maintains inventory control and service records for custodial supplies and equipment.
11. Assists in the preparation of reports, budgets and plans as specified by the Director of Facility Services.
12. Provides overall quality control and quality assurance related to the cleanliness of all Division schools and facilities.
13. Provides administrative services for the Facility Services Department.
14. Process service requisitions, timesheets, work logs, sick leave entitlements and vacation entitlements for the caretakers and courier.
15. Other related duties as required.

For Human Resource Services Department Use Only:

Line Management	Date	Director, Human Resource Services	Date
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