

# KOKOPU SCHOOL

## Caretakers Job Description



### Job Description for:

**Position:** Caretaker  
**Responsible to:** Principal  
**Term of Job Description:** 01/02/2024  
**Hours of employment:** 12 hours per week,  
40 weeks per year  
Monday, Wednesday, Friday, 4 hours per day.  
Additional overtime by negotiation in advance with the Principal

**Employment conditions:** 2022-2024-Caretakers-Cleaners-and-Canteen-Staff-Collective-Agreement

**Pay rate:** \$28 per hour  
Pool Allowance payments are as per the collective contract.  
\$4.50 per day during time when pool is open to the public.

### MAJOR TASKS

1. Lawn mowing
  2. Weed control
  3. Pool – Maintenance and chemical balancing
  4. The cleaning of the school buildings - exterior
  5. The removal of rubbish
  6. Water testing
  7. Gardens
  8. General property care and maintenance
  9. Ensuring the safety and well-being of themselves, others and students at all times
- See Attached SCHEDULE OF DUTIES RESPONSIBILITIES

### OTHER EXPECTATIONS

- The caretaker is to take pride in the school property and environment.
- Bring recommendations to the Principal regarding health and safety and building maintenance.
- Conduct self in accordance with the Staff Code of Conduct.

### AGREEMENT

The detail of this job description document is an agreed statement between Kokopu School and the School caretaker. It is intended to be reviewed annually and to be a useful reference.

The signatures indicate acceptance of the job description by the staff member and approval of the job description by the Principal who acts on behalf of the Board of Trustees.

Signed (Caretaker) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Principal) \_\_\_\_\_ Date \_\_\_\_\_

## SCHEDULE OF DUTIES & RESPONSIBILITIES

The Caretaker is to complete the below tasks plus any further tasks as identified in the Maintenance Book and/or as required by the Principal. If overtime is needed to complete any tasks, the Caretaker is to discuss the need for additional hours with the Principal before working overtime.

POOL AREA		CLASSROOMS		OFFICE	
WEEKLY	TERMLY	WEEKLY	TERMLY	WEEKLY	TERMLY
<ul style="list-style-type: none"> <li>● Chemical check (During swimming season) <b>Dailey.</b> Mon, Wed, Fri</li> <li>● Fortnightly Water test at "The Deep End"</li> <li>● Water level check</li> <li>● Clean pump filter &amp; skimmer basket filters (twice/wk)</li> <li>● Vacuum pool &amp; backwash</li> <li>● Check interior of changing rooms.</li> <li>● Safe storage of chemicals</li> <li>● Mow lawns</li> </ul>	<ul style="list-style-type: none"> <li>● Change pump and chemical settings for high use (Terms 1 &amp; 4) or no student use (Terms 2 &amp; 3)</li> <li>● Fence &amp; gate checks, CRC locks</li> </ul>	<ul style="list-style-type: none"> <li>● Visual check buildings</li> <li>● Check downpipes and gutters, and deal with blockages.</li> <li>● Check for hazards</li> </ul>	<ul style="list-style-type: none"> <li>● Removal of bird nests and droppings. Especially R3 Deck as necessary.</li> <li>● Roof debris</li> <li>● Check, CRC, locks, under-class padlocks.</li> <li>● Clear gutters of debris &amp; weeds.</li> <li>● Waterblast exteriors - winter. (Yearly)</li> <li>● Spray lichen on roof every 2<sup>nd</sup> year.</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● visual check</li> <li>● Clear any guttering blockages.</li> <li>● Check decking for slips and trips (slip hazards in winter, etc)</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● Removal of birds nests</li> <li>● Roof debris.</li> <li>● Clear gutters of debris &amp; weeds.</li> <li>● Waterblast exteriors - winter. (Yearly)</li> <li>● Spray lichen on roof every 2<sup>nd</sup> year</li> </ul>
FIELD, SLOPE and AREA 42		COURTS		PLAYGROUND	
WEEKLY	TERMLY	WEEKLY	TERMLY	WEEKLY	TERMLY
<ul style="list-style-type: none"> <li>● Clear debris from slope drain.</li> <li>● Mow when required</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Narrow</b> weedkiller spray to assist mowing</li> <li>● Spray fence line</li> <li>● Spray Area 42</li> <li>● Spray and remove any <b>Arum lilies</b></li> <li>● Trim bushes, and remove to burn pile.</li> <li>● Check &amp; fill any holes in field.</li> <li>● Check long jump frame.</li> </ul>	<ul style="list-style-type: none"> <li>● Remove any weeds.</li> <li>● Check drainage</li> <li>● Retrieve any balls on rooftops or drains</li> </ul>	<ul style="list-style-type: none"> <li>● Check and adjust drinks fountains</li> <li>● Ensure drain channels clear throughout the term.</li> <li>● Empty drain sumps.</li> <li>● Check perimeter fence gates, CRC, springs.</li> </ul>	<ul style="list-style-type: none"> <li>● Visual check all playground for H&amp;S issues.</li> </ul>	<ul style="list-style-type: none"> <li>● Check for nail heads and trip hazards on perimeter edging.</li> <li>● Ensure bark evenly distributed.</li> <li>● Check swing shackles for tightness and wear.</li> <li>● Check wooden platforms and surfaces.</li> </ul>

SHADE HOUSES		COVERED AREA, BINS and WHANAU ROOM		GARDENS	
WEEKLY	TERMLY	WEEKLY	TERMLY	WEEKLY	TERMLY
<ul style="list-style-type: none"> <li>● Visual Check.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure no hazards in the Shade House</li> <li>● Check operation of water supply to Shade House.</li> </ul>	<ul style="list-style-type: none"> <li>● Visual check on roof &amp; frame.</li> <li>● Ensure no build-up of rubbish around bins.</li> <li>● Empty bins into skip bins. 3 days per week.</li> <li>● Replace bin liners when needed.</li> <li>● Leaf blow when needed.</li> </ul>	<ul style="list-style-type: none"> <li>● Monitor Lichen build-up</li> <li>● Water blast floor surface, bin area and seating areas.</li> <li>● Remove bird droppings from bin area when needed.</li> <li>● Water blast Whanau rm deck. Including bird droppings from handrails.</li> </ul>	<ul style="list-style-type: none"> <li>● Monitor all gardens</li> <li>● Removal of weeds.</li> <li>● Removal of any rubbish.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Narrow</b> weedkiller spray to assist mowing when needed.</li> <li>● Trim bushes and remove cuttings to burn pile.</li> <li>● Remove unsightly or poisonous plants.</li> </ul>
WATER TANKS		MISCELLANEOUS		HEALTH AND SAFETY	
WEEKLY	TERMLY	WEEKLY	TERMLY	WEEKLY	TERMLY
<ul style="list-style-type: none"> <li>● Monitor water quantity, quality and for leaks.</li> </ul>	<ul style="list-style-type: none"> <li>● Take a water test and deliver to the testing Centre. (Monthly)</li> <li>● Replacement of filters and UV bulb</li> <li>● Clean UV glass tube.</li> <li>● Annual cleaning of tank</li> <li>● Visual check inside.</li> </ul>	<ul style="list-style-type: none"> <li>● Any overtime first authorised by the Principal.</li> <li>● Any purchases, hiring of equipment or services booked through Vicki.</li> <li>● General maintenance jobs</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● External air con units clear of debris.</li> <li>● Annual (or every other year) emptying of septic tanks.</li> <li>● Marking of field for events, e.g. athletics.</li> <li>● Maintain lawn mower and other equipment.</li> </ul>	<ul style="list-style-type: none"> <li>● Report any Health and Safety risks to the Principal.</li> <li>● Check maintenance book in office.</li> <li>● May be called upon to perform “Dirty Work” e.g vomit. Allowance paid.</li> </ul>	<ul style="list-style-type: none"> <li>● Meet the Principal for a H&amp;S walk around.</li> <li>● Ensure the right safety clothing and practices used for each maintenance task.</li> </ul>