

# Caretaker to Manukau Christian School and Covenant Church

## Job Description 2023

### **Skills required:**

- Part-time position with fluctuating hours
- Handyman skills (especially basic building, gardening and plumbing skills)
- Ability to work independently
- Ability to use initiative
- Ability to maintain buildings, equipment and grounds
- Ability to do regular and preventative maintenance
- Ability to adhere to safety procedures
- Work within the budgeted hours per week (exceptional circumstances aside)
- Availability at short notice during and outside of normal school hours – could suit a retired or semi-retired person

### **Objective:**

To ensure physical health and safety of students, staff and parents within the school grounds and to keep grounds and buildings well maintained

### **Tasks include:**

- Regular and preventative maintenance such as water-blasting decks to prevent them from becoming slippery
- Attend to the maintenance list weekly and report back on progress towards job completion
- Attend to the hazard register and keep it updated with progress towards control of hazards
- Regular inspections of the site and especially the playground to spot any maintenance required
- Complete monthly checks to maintain building certification from council
- Clean air conditioning filters as required
- Handyman work as required in classrooms such as putting up shelves etc.
- Maintenance of gardens – edges, weeding, sweeping of leaves, trimming
- Clear gutters of leaves regularly
- Mowing lawns (smaller areas only)
- Rubbish bins to the street verge for fortnightly collection
- Ensuring Waste Management bin is emptied as required
- Contactable and available to attend to emergencies such as plumbing leaks or broken deck railings
- Respond to alarm callouts outside of normal school hours
- Keep shed in a safe and neat condition
- Set up the course for the annual cross country
- Painting (smaller jobs) as required
- Contact trades people to do specialist jobs as discussed with principal / executive officer
- Other tasks as specified by the principal / executive officer

### **Other**

- Budgeted hours are 20 hours for the school, 1 hour for the church and 3 hours for the preschool per week
- Submit wage book to the executive officer every fortnight.

