



Example of Caretaker Job Description

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Our growing company is looking to fill the role of caretaker. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for caretaker

- Set-up rooms for the use of Examinations / school functions etc and return to usual lay out following the function
- Maintain security of the premises and that the alarms are properly used in consultation with IIS
- Any other duties requested by Premises Manager, Assistant Facilities Manager and Facilities Manager
- Weed-eating, hand raking, weeding, edging, pruning trees and plants, picking up branches and trash, mulching, maintaining landscape beds and plants, applying chemicals, such as fertilizers, weed and animal control, maintain landscape walls and handrails
- Performing walk thru of plaza areas, picking up trash, dead heading flowers, sweeping mulch from pavers, and checking for safety issues
- Conducting yourself in a friendly and courteous manner at all times and providing efficient, timely service to guests and other staff
- Following all company and manufacturer, policies and procedures and recommendations, including wearing company uniforms
- No loose clothing or jewels
- Painting, building and setting signs in place
- Following all standard operational and safety practices referred to in equipment training and technical manuals to ensure proper procedures are followed

Qualifications for caretaker

- Experience and knowledge of routine vehicle checks and cleaning
- Basic knowledge of electrics, plumbing and/or joinery
- Able to develop strong working relationships at all levels
- Good physical capability