



# Example of Caretaker Job Description

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

## Responsibilities for caretaker

- To demonstrate a sound awareness, and knowledge of, Health and Safety
- Checking inventory levels and informing Manager/Supervisor
- Attending training, workshops, and communicating with peers
- Maintaining work and shop areas are clean and neat for co-workers, guests and inspectors, following all company safety policies and procedures
- Conducting regularly scheduled safety training and documentation of training
- Moving of Cardboard
- Chewing Gum Removal
- Upkeep of the Car Park
- Ensuring the site is well maintained and well presented at all times
- Day to day housekeeping of the common areas within the building interior and exterior including, but not limited to the common areas such as the hallways, lobby areas, fitness room, conference room, mail room, kitchen areas, bathrooms, stairwells and elevators

## Qualifications for caretaker

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, ceiling vents)
- Police vetting required
- Snowshoe ATV certification training required before operating ATV
- Certified Pool Operator (CPO) license (one team member)
- Special Boiler License required or eligibility to obtain
- Act as Key holder, carrying out security procedures for the buildings and

