

JOB DESCRIPTION

The duties of a Caretaker are listed below:

1. To take care of the premises and contents and to prevent as far as possible, any damage to the structure, furniture, fittings and equipment.
2. To be responsible for the opening and closing of the buildings as required.
3. Ensure that the College buildings are safe and secure at the conclusion of classes, examinations or functions.
4. To keep the College premises, furniture and equipment secure.
5. To keep the College premises, furniture and fittings in a clean condition (this includes bathrooms on a continual basis throughout the day in accordance with requirements of the H.S.E./Environmental Health Officer.
6. To supervise canteen area during meal times.
7. To keep in a clean condition all glass doors, windows, etc., and to carry out painting of walls, woodwork and window frames as directed by the College Director.
8. To see to the heating requirements of the building and safeguard the heating and water pipes during the cold period of the year.
9. To keep in safe custody the keys of all rooms in the building and to ensure that no unauthorised person has access to any part of the building
10. When night classes, examinations or College functions are being held, the Caretaker will be obliged to be on duty half an hour before the start of such classes or functions and have rooms in readiness for class.
11. To set out and transfer as required, class materials, equipment and furniture, including preparation for Group Meetings and other after College events.
12. To give such assistance as may be required outside the College building as directed by the College Principal / Line Managers.
13. To keep the College grounds in good order, including mowing, weeding, strimming and maintenance of paths, parking areas, and all access routes.
14. To open and close the College as directed by the College Principal / Line Managers. To control the entry of students to and their exit from the College and have all rooms ready for activities at least half an hour before the official time of commencing.
15. To note and arrange for the receipt of furniture, equipment, food supplies, fuel, and other materials for general use.
16. To perform such similar duties as may be required and generally to carry out such duties as may be required from time to time by the ETB, the Chief Executive, College Principal / Line Managers.
17. To complete relevant documentation as required under Health and Safety legislation.

18. To work in compliance with the College's Safety Statement. To carry out any other duties appropriate to the position.

Please note this list is not exhaustive