

Mission Heights Junior College

Property Officer/Caretaker

Job Description

Name:

Position: **Property Officer/Caretaker**

Tenure: The position is Permanent Full Time (40 hours per week, 52 Weeks per year)

Hours: By negotiation

Responsible to: The Associate Principal, MHJC

Adhere to the **MHJC Maintenance Schedule** which includes:

Security:

- Ensure the school is locked up and turn on all alarms
- Ensure all windows are secure
- Check day Security and car park lights are working
- Secure Buildings when needed
- Liaise with Property Manager for security issues
- Ensure utilities are secure and safe
- Daily close and secure front gates at entry to whanau once session one has commenced and lock rear and front gates in an open position in the afternoon.
- Be the main person being contacted if the fire alarm is activated in the MHJC area and keeping a check on our Security company.

Maintenance: (see Maintenance Report Schedule)

- Attend to minor repairs such as, but not limited to, leaking taps, broken windows, window catches, door locks, doors, gates, repairs to furniture, desks and chairs etc.
- Replace light bulbs and fluorescent lights.
- Liaise with tradesmen where required for maintenance work which requires registered tradespersons.
- Do the Building Warrant of Fitness check once a month and confirm completion with Property Manager.
- Complete daily health and safety checks as listed in the BWOFF schedule for schools.
- Check solar heating water level tanks once a month.
- Monitor and report to property Manager that all contractors are completing work to the highest standards e.g lawns
- Assist with moving furniture as required.
- Spray areas to remove weeds in areas not done by the contractors.etc.
- Maintenance of the buildings and fences on a regular basis.
- Preparing a schedule of regular maintenance work and keeping updated records of work done.
- Constantly checking the property desk and timely completing the work requested.
- Making sure the school vehicles are regularly cleaned/serviced and have a WOF and license.

Cleaning:

- Cleaning contract quality control (report to Senior Leader in charge)
- Order supplies eg. bathroom supplies, soap.
- Control of stocks e.g. bathroom supplies, soap, paper towels etc.
- Attend to cleaning tasks which arise during the day and which, if not addressed immediately, may result in a health and safety issue.
- Check that the external areas around the school is clean after interval and lunch times.
- Ensure that the school's external areas are clean before school commences for the day.
- Ensuring that the rubbish bins in the area behind the tennis courts are regularly collected at the beginning and the end of the year.
- Liaison with contractors when they are on-site.

Gardens

- Maintaining the areas of the gardens allocated: spraying/weeding/trimming/fertilising and some planting.
- Checking and removing any "rubbish" from the gardens.

Exterior of Buildings:

- Early morning inspection for graffiti.
- Immediate removal of graffiti from the outside and inside of school buildings
- Spot-clean, graffiti etc. if required
- Sweeping and cleaning of outdoor areas where required.

Health & Safety

- Checking with external contractors that they have adequate systems to satisfy the Health and Safety requirements before they commence work on site.
- Daily, Weekly and Monthly checks to ensure the school is a safe environment regarding property matters.
- Reporting and Hazards and Health and Safety concerns to the Associate Principal.

Other Duties:

- Assist with the receiving and delivery of equipment as required.
- Monitor Health and Safety Conditions and Procedures to comply with Regulations.
- Working in collaboration with MHP caretaker in joint school property matters.
- Some weekend and night duties may be required as shown on the school calendar.
- Other duties as required by and mutually agreed.

Signed:

Principal:

Date: