

CARETAKING SUPERVISION

Background

Caretakers* assigned on a temporary or permanent posting to a school are under the direct supervision of the Principal, as are other school-based staff members.

Principals supervise all caretakers assigned on the school organization chart excluding casual caretakers. The supervisory responsibility excludes Winter, Spring and Summer break periods when all caretakers are assigned to the Caretaking Services Department for District-wide work initiatives.

*Note for clarity: 'caretaker' is the preferred title in School District 43 (Coquitlam) though 'custodian' may be interchanged and/or appear in some supporting documents.

Responsibilities

1. Principal's Responsibility for Supervision

Supervision by Principals includes motivation and direction, discipline, first-level grievance processing, CADS verification and leave approval, performance review, control/issue of school keys to transferring caretakers and liaison with other Principals on caretakers who work at more than one school.

2. Joint Principal/Caretaking Department Responsibilities

Certain aspects require the participation of both the Principal and the Senior Manager and or the Caretaking Managers of Caretaking Services. Vacation and leave of absence requests during the school year are approved by the Principal. Vacation and leave of absence requests during the winter, spring or summer break periods are approved by the Senior Manager/ or Caretaking Managers of Caretaking Services.

Weekend Coverage

Principals are responsible for the arrangement of overtime coverage for Sunday activities or rentals by arranging with their site caretaking staff (following an overtime rotation log). The Caretaking department is responsible for staffing Saturday coverage for activities or rentals.

3. Caretaking Services Department Responsibility

In addition to supervision of casuals, and all Caretakers during the winter, spring and summer break periods, the Caretaking Services Department provides the following services to Principals:

- 3.1 advice on any custodial issues;
- 3.2 interviewing and selecting of new casuals;

- 3.3 training new caretakers;
- 3.4 running of workshops for caretakers on equipment, methods, procedures and WHMIS when necessary;
- 3.5 determination of District Caretaking standards, methods, and materials;
- 3.6 financial management of the District Caretaking budget;
- 3.7 allocation of caretaking hours to schools (by formula);
- 3.8 determination of Caretaking work areas and duty sheets;
- 3.9 determination of Caretaking hours of work;
- 3.10 provision of replacements for absent caretakers, to the extent that additional casual caretakers are available;
- 3.11 response to caretaking calls on after-hours maintenance problems;
- 3.12 arrangement of compulsory Work Safe BC calls between caretakers at night and follow-up when calls are not made;
- 3.13 arrangement of overtime coverage for Saturday weekend activities or rentals;
- 3.14 school inspections for comparison to District cleaning standards, with report to Principal;
- 3.15 on-site investigation of any Caretaking matter upon request by the Principal.
- 3.16 All other services pertaining to Caretaking Services as directed by the Superintendent and or his/her designate.

Reference: Section 65, 85, 177, School Act
Policy 5 – Role of the Board Chair

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