

## **Caledonia Agricultural Society**

151 Caithness Street East  
Caledonia, ON N3W 1C2  
Canada



### **Job Description – Caretaker**

This job description has been designed to indicate the general nature and level of work performed by a caretaker of the Caledonia Agricultural Society. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to the job.

### **General Statement of Duties/ Job Objectives**

A caretaker is responsible for keeping facilities clean and maintained. A caretaker will promote a safe environment and quality service to achieve maximum customer satisfaction, protection of assets and minimal expenses. A caretaker will perform comprehensive cleaning and maintenance tasks to promote clean and orderly buildings, grounds, and premises.

### **Supervision Received:**

The position will work under the direction and control of the Manager. The Manager will provide direct supervision to the caretakers and will annually evaluate the performance of each caretaker with a member of the Board of Directors.

### **Qualifications:**

1. A Drivers License without restrictions, valid for use in the Province of Ontario, Canada.
2. A high school diploma recognized in the Province of Ontario, Canada (or equivalent).
3. At least 2 years previous experience in a similar position.

### **Duties:**

1. Comply with the by-laws of the Caledonia Agricultural Society in carrying out duties.
2. Prudently respect, safeguard, and utilize the organization's resources within the budget guidelines according to current laws and regulations.
3. Act in a professional, respectful, and responsible manner at all times, including with other employees, volunteers, and the public.
4. Perform heavy cleaning duties such as cleaning floors, washing walls, cleaning glass windows and doors, cleaning and servicing washrooms, removing rubbish, and using chemicals and cleaning agents to undertake these duties.
5. Understand and demonstrate the proper use of safety practices.
6. Actively participate in environmental health and safety responsibility by following established policies and procedures.
7. Perform routine and comprehensive custodial maintenance of assigned facilities and grounds (ex. changing air filters, lawn maintenance, machinery upkeep, etc.).
8. Perform a variety of custodial-type duties such as moving equipment/furniture up/down stairs, changing light-bulbs, shoveling snow, etc.
9. Use machinery such as a tractor, riding or manual lawn-mower, snowblower, and golf-cart/ off-road vehicles.
10. Other duties as prescribed from time to time related to the setup and execution of fundraisers and on-site events, as determined by the Manager and/or the Board of Directors of the Caledonia Agricultural Society.

### **Physical Requirements**

This is a physically demanding position which requires standing for extended periods of time, lifting heavy objects on a regular basis, and undertaking repetitive tasks with few breaks.

### **Working Conditions**

This position requires irregular shift work as assigned and scheduled by the Manager which includes early morning, evening, and weekend work.

This position requires working indoors, outdoors, and in low-heat conditions (barns and outbuildings).

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**Approved by:** Vote of the Board of Directors

**Date Approved:** November 17, 2020

**Date Reviewed:** \_\_\_\_\_