

## **RESIDENCE CARETAKER**

### **Nature of work**

The principal and customary work of the employee in this employment class involves carrying out the upkeep and physical and preventive maintenance of the residences and their furnishings. It also involves student supervision, apartment renting and rent collection.

### **Required qualifications**

#### **Schooling**

To have a secondary school diploma or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

### **Some characteristic duties**

Besides the characteristic duties of the labourer, the employee in this employment class assures the supervision of the tenants and delivers their mail.

He rents the apartments, distributes and retrieves the keys and keeps a rental register up-to-date.

He collects the rent.

If need be, he performs any other related tasks.