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## School Caretaker Resume

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### Job Objective

Seeking a position as School Caretaker in a reputed organization where I can use my skills and experience.

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### Highlights of Qualifications:

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- Remarkable experience in providing care to children in primary school
  - Huge knowledge of health and safety regulations
  - Deep knowledge of cleaning procedures as per standards
  - Wide knowledge of school care setting such as games, crafts, and other activities
  - Good understanding of child emotional, social and behavioral difficulties
  - Ability to resolve all issues efficiently
  - Ability to supervise various work programs
  - Ability to monitor all equipment resources
  - Familiarity with general building maintenance
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### Professional Experience:

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#### School Caretaker

Warrington School, Palm Springs, CA

August 2007 – Present

- Coordinated with teaching staff to check for any damage to security.
- Supervised overall of security of all school premises by locking windows and doors.
- Administered CCTV systems and set school alarm system efficiently.
- Participated in various training programs and learning activities.
- Coordinated with facilities manager to ensure completion within timeframe.
- Maintained school grounds and ensured neat and cleanliness at all times.
- Prepared reports for any serious health hazard within school premises.
- Ensured optimal security of school building at all times.

#### School Caretaker

Durham School Services, Palm Springs, CA

May 2004 – July 2007

- Supervised voluntary work for all adults and children in school.
  - Organized contractors to clean gutters and trim all hedges efficiently.
  - Maintained safety of all school grounds and managed playground equipment.
  - Assisted to lift all heavy weight through wheel barrow and trolley.
  - Managed changing of light bulbs and smoke alarm batteries.
  - Inspected all ceilings and gutters on regular basis to ensure efficiency.
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### Education:

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Associate Degree in Education

Bevill State Community College, Fayette, AL

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