

Vacancy Announcement: Open until filled

Waimea Middle Public Conversion Charter School

67-1229 Mamalahoa Highway
Kamuela, Hawai'i 96743

Tel (808) 887-6090
Fax (808) 887-6087

This is to announce the following position: Substitute School Custodian

Position is at Waimea Middle Public Conversion Charter School – Begins Aug. 1, 2022

General Information:

Performs routine manual work in cleaning and maintaining school buildings and the surrounding campus area; performs heavy lifting and other strenuous tasks and simple building maintenance and repair work, and performs other related duties as assigned. Cleans and maintains working areas, classrooms, restrooms and offices. Duties include sweeping, mopping or scrubbing, polishing floors and furniture, removing trash, dusting, providing supplies and minor maintenance. Must be able to lift/carry 50-75 pounds. Must be able to spend extended periods standing. Full COVID-19 vaccination or exemption required of all school personnel as well as compliance with applicable mitigation strategies and guidelines.

How to Apply:

Please send application to Waimea Middle School – Attention: Michelle Akiona

- Mail: 67-1229 Mamalahoa Highway, Kamuela, HI 96743
- Phone: (808) 887-6090
- Email: Michelle_Akiona@wmpccs.org
- Fax: (808) 887-6087

Applicants Must Provide:

1. Résumé including qualifications, relevant experience and current references
2. Letter of interest for the specific position
3. WMS Employment Application (can be downloaded from school website)

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

www.WaimeaMiddleSchool.org

Waimea Middle Public Conversion Charter School

Substitute School Custodian

Position Description

MAJOR DUTIES AND RESPONSIBILITIES

Minor Repairs and Maintenance:

- Perform general maintenance and make minor repairs to school buildings, appurtenant structures, furniture and equipment not requiring journey worker level trade skills.
- Perform cleaning and operational maintenance of special school facilities and equipment such as the gym.

Custodial:

- Perform heavy manual labor in moving furniture and equipment and emptying trash.
- Perform custodial duties in cleaning school buildings and grounds.
- Operate power equipment such as power mowers, edgers, floor cleaners/polishers/waxers, etc.
- Responsible for general security of school buildings and grounds. This includes securing buildings, doors, windows, gates, etc.
- Propagate, cultivate and plant flowers, trees and lawns and general care and maintenance.

REQUIRED LICENSES, CERTIFICATES, ETC.: None

MINIMUM QUALIFICATIONS

Knowledge of: Cleaning methods, materials and equipment; types of cleaners for various materials and surfaces; common trade practices and tools; equipment and tools used in grounds maintenance; general practices in the cultivation and care of flowers, plants, shrubs, trees and lawns.

Skills/Abilities: Ability to issue and follow oral and written instructions; plan work; make minor maintenance repairs to building and equipment therein; operate heavy industrial type cleaning equipment; keep records and make simple reports; meet and deal tactfully with other employees, students and the community.

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