

Vacancy Announcement:

Posting Date: February 22, 2023

Application Period: 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 immediate vacancy:

School Custodian - 1.0 FTE

Position is at Waimea Middle School on Hawai'i Island. The school is a public conversion charter school and the position is included in United Public Workers (UPW) Bargaining Unit 01.

Position Description:

The School Custodian cleans and maintains school buildings/surrounding grounds and walkways, and performs other related duties as assigned. The purpose of the school custodial services program is to provide a clean, safe, sanitary, well-maintained environment conducive to learning and Covid and other safety protocols.

Physical And Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation. Full COVID-19 vaccination or regular COVID testing 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: 808-313-7510
- 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)
4. Proof of full COVID-19 Vaccination or have an approved medical or religious exemption

www.WaimeaMiddleSchool.org

“Waimea Middle School empowers all students with the skills, values and cultural understanding to successfully navigate high school and beyond.”

WAIMEA MIDDLE PUBLIC CONVERSION CHARTER SCHOOL POSITION DESCRIPTION

School Custodian - 1.0 FTE

GENERAL DESCRIPTION

The School Custodian works cleaning and maintaining of school buildings/surrounding grounds and walkways; and performs other related duties as assigned. The purpose of the school custodial services program is to provide a clean, sanitary, well-maintained environment conducive to learning.

MAJOR DUTIES AND RESPONSIBILITIES

Minor Repairs and Maintenance:

- Performs general maintenance and makes 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 and loud speaker systems.

Custodial:

- Perform heavy manual labor in moving furniture and equipment and emptying trash cans.
- Perform custodial duties in cleaning school buildings and grounds
- Operate power equipment such as power mowers, edgers, etc.
- Propagate, cultivate and plant flowers, trees and lawns.

ADMINISTRATIVE

- Requisition, receive, store, maintain and/or distribute janitorial supplies and equipment for the school.
- Take periodic inventory of janitorial supplies and equipment.
- Maintain records of supplies dispensed and of equipment issued.
- Prepare reports on work accomplished and of unusual incidents or accidents.
- Report and/or request repairs beyond the responsibility of the school custodians.
- Report on safety hazards to buildings and grounds.
- Accompany building maintenance personnel to site of repairs or relates information to them.
- Responsible for general security of school buildings and grounds.
- Estimate supplies and materials needs for future use and report to principal as needed.
- Secure buildings, doors, windows, etc.
- Check buildings and grounds for sanitation and hazardous conditions. Make corrections or recommend repairs as conditions warrant.
- Prepare repair and maintenance reports and forms.
- Make telephone calls for substitute custodian(s), emergency repair and maintenance.
- Perform other related duties as assigned.

REQUIRED LICENSES, CERTIFICATES, ETC.

None

RECOMMENDED QUALIFICATIONS

Knowledge of:

Cleaning methods, materials and equipment; types of cleaners for various material 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.