

## **Vacancy Announcement: Open until filled**

### **Waimea Middle Public Conversion Charter School**

67-1229 Mamalahoa Highway  
Kamuela, Hawai'i 96743

Tel (808) 887-6090 Ext. 221  
Fax (808) 887-6087

**This is to announce the following vacancy beginning January 3, 2022:**

### **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) 887-6090 Ext. 221
- Email: [Michelle\\_Akiona@wmpccs.org](mailto: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](http://www.WaimeaMiddleSchool.org)

## Waimea Middle Public Conversion Charter School

# School Custodian - 1.0 FTE

### Position Description

### MAJOR DUTIES AND RESPONSIBILITIES

#### **Minor Repairs and Maintenance:**

- Perform 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 speaker systems.

#### **Custodial:**

- Perform heavy manual labor in moving furniture and equipment.
- Perform custodial duties in cleaning school buildings and grounds, sweeping, mopping, vacuuming, windows and emptying trash cans.
- Operate power equipment such as power mowers, edgers, 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.
- Other duties as assigned by Principal or supervisor.

#### **Administrative:**

- Request, receive, store, maintain and/or distribute custodial supplies and equipment for the school.
- Take periodic inventory of supplies and equipment.
- Delivery of items to classrooms and offices.
- 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 safety hazards related to school buildings and grounds.
- Accompany building maintenance personnel to site of needed repairs, or relay information to them.
- Estimate supplies and materials needs for future use and report to Principal as needed.
- 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 emergency repairs and maintenance.
- Perform other related duties as assigned by supervisor.

**REQUIRED LICENSES, CERTIFICATES, ETC.:** As applicable to school.

### **RECOMMENDED 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 facilities and 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.