



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Custodian

OFFICE/CAMPUS: Nuuanu Elementary

REPORTS TO: Facilities Director

STATUS: 12 Months (Non-Exempt)

PRIMARY PURPOSE: Assist the Physical Plant Director with the maintenance of the school building, fixtures, and grounds.

ESSENTIAL DUTIES/FUNCTIONS:

- Sweeps, mops, and polishes floors.
- Dusts and polishes furniture, woodwork, fixtures, and equipment.
- Washes windows and walls.
- Vacuums and spot clean carpets.
- Empties and cleans waste receptacles.
- Cleans and maintains supplies in restrooms.
- Sets up tables and chairs for special meetings or events.
- Maintains custodial Supplies and equipment.
- Notifies management concerning need for repair to buildings and other facilities.

OTHER DUTIES/FUNCTIONS:

- Other duties as assigned.

WORKING CONDITIONS:

- Equipment Use: Vacuum cleaner, shampoo machine, broom, and dustpan. Cleaning detergents and chemicals.
- Work Hours: Normally 7:30 a.m. - 4:00 p.m., Monday - Friday.
- Mental Demands: High attention to detail. Must be able to work independently.
- Physical Demands: Must be able to lift up to 50 pounds unassisted. Safely move items heavier than 50 pounds using proper equipment. Must be willing to work from a ladder or scaffold. Work in attics and/or other close quarters.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Must be able to read, write and verbally communicate in English. Must be able to understand and obey all posted safety regulations, shop rules, and warnings.
- Education/Training: Completion of High School. Previous custodial training a plus.
- Experience: Previous work experience in a variety of construction and/or maintenance environments preferred.