



## HAWAII BAPTIST ACADEMY JOB DESCRIPTION

**JOB/POSITION TITLE:** Custodian

**OFFICE/CAMPUS:** Facilities/All Campuses

**REPORTS TO:** Facilities Director

**STATUS:** 12 Months (Non-Exempt)

**HOURLY PAY RANGE:** \$14.00 to \$18.00

**PRIMARY PURPOSE:**

Assist the Facilities 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.

**CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA:** An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

**WORKING CONDITIONS:**

- Equipment Use: Vacuum cleaner, shampoo machine, broom, and dustpan. Cleaning detergents and chemicals.
- Work Hours: Shifts: 10:00 a.m. – 6:30 p.m. or 12:30 p.m. – 9:00 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.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.