



ST. JOSEPH'S INSTITUTION INTERNATIONAL

St Joseph's Institution International is a Catholic and Lasallian school that provides a quality international education to a diverse student body, rooted in the community of Singapore. We are seeking a dynamic, experienced, conscientious and proactive individual to join us as:

Facilities Assistant (Cleaning)

Job Overview:

To assist the Facilities Manager in managing all the facilities and cleaning related matters in High School and Elementary School.

Key Duties and Responsibilities

1. To assist the Facilities Manager in coordinating and overseeing the school's daily cleaning and facilities support to ensure a clean and safe environment for students, staff, and all visitors, including, but not limited to:
 - Working closely with the Integrated Facilities Management (IFM) Team to ensure high standards (based on NEA's Environmental Sanitation Regime) of cleanliness and hygiene by overseeing the daily cleaning routines for all school areas, including classrooms, offices, toilets, dining halls, and outdoor areas such as the sports fields, parking lots, outdoor courts etc.
 - Supervision and monitoring of required cleaning standards by taking actions, as required, to address any areas of underperformance.
 - Assisting in the cleaning of school facilities when required, such as preparing the school for the start of the academic year and other school events.
 - Responding to cleaning related feedback from staff and students and addressing the issues promptly.
 - Ensuring student areas, such as toilets, dining hall and classrooms, are thoroughly cleaned and sanitized daily to maintain high standards of hygiene.
 - Regularly checking and ensuring replenishment of supplies, such as toilet rolls, hand soap, air freshener etc.
 - Responding quickly to any cleanliness emergencies, such as spills, leaks, blockages, biohazard clean up, graffiti and vandalism.
 - Undertaking regular inspections to identify and address cleaning needs promptly around the campus.
2. Working as part of the Facilities Team to manage the following:
 - Assisting in all logistic support for school events and ensuring facilities are properly and timely set up for use and restored to their original conditions after use.

- Conducting daily check and walk rounds to ensure that school facilities are well-maintained and free from hazards.
 - Ensuring school facilities are regularly maintained.
 - Conducting regular inspections of the school premises to identify and report any maintenance or cleanliness issues to the Facilities Manager for prompt resolution.
 - Overseeing waste collection and disposal processes, ensuring proper segregation and adherence to National Environment Agency guidelines.
 - Support school events - working overtime if need be.
 - Ad-hoc renovation work.
 - Attend facilities related feedback and carry out first level rectifications if possible.
3. Any other duties as assigned by the COO/Facilities Manager.

Requirements:

- Minimum of 3 years of facility support experience is preferred.
- O levels or equivalent in the relevant field.
- Team player with positive, cheerful, helpful work attitude and initiative.
- Capable of independent and committed effort, with good organization & interpersonal skills.
- Able to perform shift duties during school terms
- Must be able to work overtime when required for school events

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to his classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.