



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Haku 'ia 12/27/19

Makahiki Kula 2019-2020

Position: Ho'oma'ema'e Lumi Papa (*Classroom cleaner*)

Uku: \$10.10/hola

Position Summary

The Ho'oma'ema'e lumi papa is responsible for the cleanliness of the classrooms, Papa M-10

Minimum Qualifications

- Education equivalent to ninth grade
- Experience of undertaking general cleaning duties
- Ability to understand and carry out verbal and written instruction
- Ability to manage time effectively and prioritize work
- Ability to work independently
- Use of a car or self transportation between campuses

Supervision

Member of the Operational team, under the immediate supervision of the Director of Operations & Human Resources Manager

Essential Functions

- Ensures that classrooms are swept, mopped, and/or vacuumed
- Empty waste baskets and replace trash liners
- Cleans sinks (if applicable)
- Clean whiteboards (blackboards) and rails
- Empty pencil sharpeners
- Ensures that desks and chairs are neatly arranged to ensure safety of students
- Follows all safety standards and training guidelines throughout the performance of duty
- Cares for custodial equipment
- Maintains a running inventory of maintenance supplies and places orders with supervisor, if needed
- Perform other related duties as assigned

Working Conditions: Indoors & outdoor classrooms

Hours: 2:30pm – 7:45pm, Monday-Friday (when school is in session)

Equipment Use: General maintenance/cleaning equipment- vacuum, broom/dustpan, mop, etc.

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Physical, Mental and Communication Demands:

- Requires carrying, lifting and pushing (i.e. boxes, bags, trash bags/cans etc.) independently more than 10 lbs but less than 25 lbs; and more than 50 lbs with assistance
- Requires bending and reaching at various levels (at waist and below, to shoulder level and overhead)
- Involves exposure to extreme temperatures, chemicals and smells commonly associated with schools and cleaning products
- Requires basic reading, writing, math and problem solving skills in both English and Hawaiian languages
- Requires basic verbal communication in both English and Hawaiian languages

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

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