

# Maui Economic Opportunity, Inc.

## Job Description

---



**Job Title:** Building & Grounds Custodian  
**Department:** Administration  
**Reports To:** Molokai Branch Director  
**FLSA Status:** Nonexempt  
**Prepared Date:** April 2004  
**Updated:** May 2018  
**Pay grade:** S-4P

### **SUMMARY:**

Works independently performing various cleaning duties. Responsible for keeping the MEO Molokai buildings, premises and grounds in clean and orderly condition.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Cleans and polishes lighting fixtures, surfaces, and trim.
- Cleans offices, hallways, lounges, rest rooms, and other work areas.
- Sweeps and mops floor.
- Vacuums and cleans carpets.
- Dusts furniture and equipment.
- Vacuums and wipes interior walls, ceilings and baseboards.
- Washes and wipes interior/exterior windows, door panels, and sills.
- Empties wastebaskets, and empties and cleans outside ashtrays.
- Transports trash and waste to disposal area.
- Replenishes bathroom supplies.
- Maintains lawn with fertilizers and insecticides.
- Trims and edges around walks, flower beds, and walls.
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
- Pulls weeds.
- Rakes and bags leaves.
- Cleans grounds and removes litter.
- Empties trash bins.
- Plants grass, flowers, trees, and shrubs.
- Waters lawn and shrubs.
- Maintains tools such as weed cutters, edging tools, and shears.
- Sends equipment such as lawn mower, etc. out for repair.
- Understands and follows all safety standards, rules and regulations.
- Regular attendance.

### **NONESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

- None

# Maui Economic Opportunity, Inc.

## Job Description

---



### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General knowledge of proper housekeeping principals.
- Ability to operate basic housekeeping tools and machines.
- General knowledge of proper lawn and ground and maintenance principals.
- Ability to operate basic lawn and grounds maintenance tools and machines.
- Working knowledge of basic OSHA safety regulations.
- Organized, detail and tasks oriented.
- Ability to work independently with minimal supervision.
- Ability to prioritize workload.
- Ability to handle many assignments at a given time.
- Cooperative team player.
- Ability to work early morning or late evening hours, which may include occasional weekends.

### **EDUCATION and/or EXPERIENCE**

- One year related experience and/or training, or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions.

### **MATHEMATICAL SKILLS:**

- Ability to add and subtract basic numbers.

### **REASONING ABILITY:**

- Ability to apply sound judgment to carry out detailed but uninvolved written or oral instructions.
- Ability to adapt to many different situations.
- Ability to interact, relate and have compassion for persons with mental and/or physical disabilities.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- None

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- Occasionally required to sit and smell.
- Must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

# Maui Economic Opportunity, Inc.

## Job Description

---



- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Occasionally exposed to wet and/or humid conditions, risk of electrical shock, and vibration.
- Frequently exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions.
- The employee is frequently exposed to fumes or airborne particles and vibration.
- The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.