



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

*Haku 'ia 62920*

**Kūlana (*Position*):** Kanaka Mālama Honua Kūmanawa (*Temporary Maintenance Worker*)  
12-month, UPW Bargaining Unit 01

**Uku (*Salary*):** Commensurate with UPW Salary Schedule

## **Position Summary**

The Kanaka Mālama Honua is responsible for the cleanliness and safety of the school facilities through the maintenance of buildings, equipment and grounds on a daily basis.

## **Minimum Qualifications**

- High School graduate
- Proficiency in Hawaiian Language
- Must possess physical body, dexterity and coordination to achieve angles and positions required to perform various duties of the job
- Must be able to distinguish between different chemical materials with ability to read and understand label information
- Knowledge of and/or ability to learn occasional hazards and safety precautions
- Ability to establish and maintain effective working relationships with other employees, children and general public
- Ability to understand and carry out verbal and written instruction

## **Desired Qualifications**

- Understanding of and commitment to Hawaiian language immersion philosophy

## **Supervision**

Member of the Operational team, under the immediate supervision of the Director of Operations.

## **Essential Functions**

- Ensures that school buildings and grounds are clean, sanitary and well-maintained (includes classrooms, offices, bathrooms, walkways and driveways; specific duties will be discussed further)
- Utilizes “green” cleaning techniques and products to avoid the use of chemically-reactive and toxic cleaning products which contain various toxic chemicals
- Ensures that the school is in compliance with OSHA regulations
- Able to assess and ensure that the school campus and buildings are safe following emergency situations (e.g. school buildings are stable, no signs of gas leaks, etc.)
- Follows all safety standards and training guidelines throughout the performance of duty
- Ensures that facilities are secure at the start and end of the school day (unlock and lock buildings as instructed)

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- Performs minor repairs to school facilities that are within his/her abilities
- Performs outside labor to include, but not limited to, yard work and maintaining upkeep of school grounds
- Performs work requisitions that are within his/her abilities (move furniture, deliver bulk & heavy supplies within the school, replace light bulbs & tubes, etc.)
- Cares for custodial equipment including its proper use, maintenance and repair
- Maintains a running inventory of maintenance supplies and places orders as needed
- Attend all required hālāwai limahana
- Perform other related duties as assigned

**Working Conditions:** Indoors with/without air conditioning; Outdoors- all types of weather conditions; **Hours:** Hours to be determined

**Equipment Use:** General maintenance/cleaning equipment- vacuum, floor buffer, broom/dustpan, mop, etc.; General office equipment- computer, copier/fax machine, phones

**Physical, Mental and Communication Demands:**

- Requires carrying, lifting and pushing (i.e. boxes, bags, trash bags/cans etc.) independently more than 25 lbs but less than 50 lbs; and more than 50 lbs with assistance
- Requires bending and reaching at various levels (at waist and below, to shoulder level and overhead)
- Requires climbing on a ladder to perform such duties as changing light bulbs or cleaning windows
- 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.*

Inā hoihoi kekahi e noi hana, e ho'ouna mai i kāu leka hoihoi, ka mo'omō'ali hana a 'elua (2) leka kāko'o. 'O ka lā palena pau ka lā **16 'Okakopa 2020**. *If you are interested in applying, send in your letter of interest, resume, and two (2) letters of support. The deadline to apply is **October 16, 2020**.*

Hiki ke leka uila mai *You can email:* HR@kaumeke.net

Kelepa'i *fax:* (808) 238-5857

Leka mai *mail:* 1500 Kalaniana'ole Ave., Hilo, HI 96720

Kelepona: (808) 961-0470

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