Job Description

Job title/Position: Custodial Assistant
Division: Operations
Direct Supervisor: Operations Assistant Manager

Position Overview
The Custodial Assistant reports to the Operations Assistant Manager. The primary purpose of the role is to perform custodial duties, minor maintenance and other miscellaneous duties in order to ensure the facility is maintained in a healthy, safe and sanitary manner.

Qualifications and Experience
• High School Diploma
• Ability to work with little or no supervision;
• Ability to understand and follow safety procedures;
• Ability to lift and manipulate heavy objects and stand/walk for long periods of time;
• Effective verbal and listening communication skills;
• Spoken Cantonese and spoken English is an advantage.

Working Hours
Variable and flexible 37.5 hours per week.

General Responsibilities
The Custodial Assistant will be responsible for:

• Performing and/or report minor maintenance repairs including but not limited to electrical and plumbing works, repair of sanitary fittings and doors and painting.
• Supervising cleaners to clean offices, classroom and common facilities;
• Managing waste collection including recyclables;
• Managing stock and supplies of paper, water, cleaning products and maintenance spare parts to storerooms;
• Accepting and check deliveries;
• Repairing classroom furniture
• Installation of classrooms and facilities furniture including whiteboards, pin boards, paintings etc.
• School Event Set-Up, including moving furniture’s, musical instruments as per teachers request.
• Other duties as assigned by Supervisor

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