

**MONTESSORI SCHOOL OF MAUI  
MAINTENANCE - JANITORIAL ASSISTANT  
JOB DESCRIPTION**

**POSITION** Maintenance Assistant

**DESCRIPTION**

Under the direction of the Head of Maintenance, the Maintenance – Janitorial Assistant is responsible for performing maintenance, ground or janitorial duties on the school campus. Quality work is a requirement of this position. Previous knowledge of, or willingness to learn proper techniques is essential.

**QUALIFICATIONS**

- Ability to perform manual labor for prolonged periods of time
- Experience with the use of hand tools, power equipment and janitorial equipment
- Experience with the use of lawn mowers, weed eaters and other landscaping equipment
- Ability to assist with the service and repairs of electrical, plumbing and fire and safety equipment, as well as interior and exterior painting
- Basic knowledge of cleaning products and methods
- Ability to perform the manual labor functions associated with this position including walking, standing, bending and carrying items weighing up to fifty (50) pounds from ground to chest
- Ability to assist in the set-up for special events happening on campus
- Ability to take directions and follow through with minimal supervision in support of the Head of Maintenance
- Ability to maintain positive working relationships with other school employees
- Ability to interact with the students on campus in an appropriate manner

**RESPONSIBILITIES**

*The following items are in addition to specific tasks assigned by the Head of School*

- Perform maintenance work, yard work or janitorial work as directed by the Head of Maintenance with minimal supervision
- Maintain storage areas in a clean, organized and safe manner
- Maintain equipment in a clean, safe and operable manner
- Ensure proper labeling, dilution and use of all chemicals
- Wear personal protective equipment at all times
- Attend monthly Safety, Yard and Maintenance meeting
- Attend All Staff meeting when directed to do so by Head of Maintenance
- Maintain confidentiality in alignment with the school's policies and procedures
- Perform additional duties as requested by the Head of Maintenance to assure successful school operations