



Position Title: Janitor
Reports to: School Facilities Director
Employment Type: Full time/Non-exempt position with a 12-month term employment (Fiscal Calendar July 1 to June 30)
Work Hours: 6:30 am – 3:00 pm (may be changed due to HAPA needs)

MISSION

Hmong American Peace Academy provides our scholars with rigorous academics, character development, and Hmong cultural values, preparing them to excel in colleges, careers, and peaceful community leadership.

THE HAPA WAY: CORE VALUES

- We ALL choose HAPA and commit to our mission
- We put scholars first and are all accountable for scholar success.
- We hold ourselves to rigorous expectations and help one another grow.
- We treat our colleagues with care, trust, and respect to joyfully serve our scholars.
- We center Hmong culture, and value diversity.
- We model peaceful community leadership, inside and outside of our school.

Role Summary: Under supervision from the School Facilities Director and his designee, performs building cleaning, and as needed, facilities maintenance work, and groundskeeping. Performs other duties as assigned.

ESSENTIAL FUNCTIONS:

- Responds to calls for facilities needs
- Selects appropriate equipment and supplies; sweeps and cleans floors in school buildings including classrooms, offices, bathrooms, and corridors.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors and stairs; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers.
- Use and maintain power equipment and hand tools; buffers, auto scrubbers, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, classrooms, walls, carpets, and furniture.
- Wash walls and equipment; use ladders when required
- Lock and unlock assigned rooms/building; secure building when facility is not in use checking for unlocked and locked doors and windows, and turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Collects and disposes of trash, scrap, and garbage and recycles materials.

- Assists as directed to unload school supplies, delivers to proper storage area and positions on shelves or storage racks.
- Moves heavy furniture, office and shop equipment and other items, which might necessitate the lifting of heavy or bulky articles.
- Maintains lavatories in clean and sanitary condition using established practices and procedures. Sweeps, mops and scrubs floors, walls and partitions, cleans and deodorizes washbasins and other lavatory facilities. Refills towel, tissue, soap containers, etc.

- Washes and cleans windows, light fixtures, ventilators and other items, and replaces light bulbs/tubes and filters, which may necessitate climbing in excess of twenty-five (25) feet.
- Cleans and polishes desks, chairs, tables, cabinets and other office or classroom equipment.
- Leads in cafeteria by cleaning, mopping, and waxing cafeteria floor, and by cleaning lunch tables as needed.
- Responds and handles blood borne pathogens and other bodily fluids according to compliance
- Participates in snow removal by shoveling snow, or spreading chemicals/salt, sweeping or as otherwise directed.
- Participates in exterior grounds maintenance such as grass cutting, trimming of trees, weeding flower gardens, removal of litter etc to maintain the grounds in a safe and attractive condition.
- Identifies situations in which emergency shut-off of electrical and mechanical equipment is required and shuts off equipment when appropriate. Reports emergencies/building concerns to the School Facilities Director as appropriate.
- Assist with the setup of facility for meetings, classrooms, conferences, events, etc

OTHER FUNCTIONS AS DIRECTED BY SCHOOL FACILITIES DIRECTOR:

- Makes repairs to equipment and materials, consistent with individual talents.
- Operates HVAC equipment under the direction of the Lead Janitor/School Facilities Director.
- Performs other duties of similar scope and complexity as requested.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Requires the ability to read and write.
- Ability to use and care for building service equipment and supplies according to written and oral instructions.
- Ability to maintain good relationships with teachers, scholars, and other staff. Good human relations and communications skills.
- Knowledge and compliance of school systems safety, procedural, and policy guidelines and applicable safety regulations.

PHYSICAL DEMANDS:

- Required to sit, talk, hear, and use hands to handle or feel
- Required to reach with hands and arms
- Required to stand, walk, stoop, kneel, or crouch
- Required to lift, pull, and push
- Physical stamina to endure long periods of walking, standing, and climbing stairs
- Must be able to lift up to 90 lbs.
- Specific vision requirements include close vision and ability to adjust focus

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Requires frequent intervals of considerable physical effort to lift and empty containers of trash, move furniture and unload and load supplies. Requires frequent lifting, carrying, and pushing of heavy equipment and materials. Requires frequent bending, stooping and crouching.
- Exercises care while operating power equipment to prevent injury to others; may be responsible for damage to cleaning equipment through improper use.

- Employees in this classification are designated as Essential-As-Needed Personnel and are required to work when schools and/or offices are closed during adverse weather conditions or any other emergency when contacted and directed to do so.

OTHER:

- Required to wear the standard HAPA uniform (green top and green pants).
- Footwear: closed toe, closed heel non-slip shoes, preferred leather material

PERFORMANCE EVALUATION:

- Evaluations will be conducted by the immediate supervisor at a minimum of 1 time per fiscal year.

EXPERIENCE:

- Job related experience is preferred

EDUCATION:

- High school diploma or equivalent is preferred

REQUIRED TESTING:

- Tuberculosis (TB) test

CERTIFICATES AND LICENSES:

- NA

CLEARANCES:

- Criminal Background Check
- Tuberculosis (TB) Clearance

COMPENSATION AND BENEFITS:

- Starting Hourly rate: \$20.00
- This is a 12 month position.
- 22 PTO Days-accrued from Date of Hire (Paid Time Off)
- Medical, Dental, Vision, Life Insurance, and AD&D, monthly premiums paid by HAPA for FY26, Benefits are effective the first of the month following a 60-day waiting period
- Eligible to participate in voluntary Life Insurance and Short Term Disability and Long Term Disability plans on the first of the month following a 60-day waiting period
- Eligible to participate in 403b retirement plan (within the qualification guidelines).

FLSA STATUS:

Non-Exempt

HOW TO APPLY:

Interested candidates should submit a resume, HAPA application, and 3 letters of recommendation to xiong.maishoua@myhapa.org. Applications will be reviewed on a rolling basis until the position is filled.