

Job Description

Job title/Position: Grounds Maintenance Custodian

Division: Operations

Direct Supervisor: Operations Assistant Manager

Position Overview

The Grounds Maintenance Custodian reports to the Operation Assistant Manager. The primary purpose of the role is to perform landscaping, organic garden, sports & playground maintenance, and general housekeeping of the outdoor areas ensuring the facility is maintained in a healthy, safe and sanitary manner.

Qualifications and Experience

- Practical Landscape maintenance experience and willing to work with others;
- Ability to work with little or no supervision;
- Knowledge to use powered tools;
- Knowledge of outdoor pests;
- 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. Willing to work outdoor and perform shift duties on weekend or public holidays, if required.

General Responsibilities

The Grounds Maintenance Custodian will be responsible for:

- Take on special landscaping or planting projects incl. Organic Gardens as deemed necessary by the Facilities and Operations Director;
- Collaborate with maintenance team to make sure grounds and exterior areas are always cared for;
- Set-up outdoor areas for events and classroom activities;
- Prepare and coordinate emergency recovery work during and after inclement weather such as typhoons and thunderstorms;
- Performing and/or report minor maintenance repairs including but not limited to electrical and plumbing works, outdoor furniture's;
- Maintain Outdoor Furniture;
- General housekeeping;
- Managing waste collection including recyclables;
- Accepting and check deliveries;
- Other duties as assigned by Supervisor

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