



**The Institute for Human Services**  
Ending the Cycle of Homelessness

# Custodian

**Job Type:** Part-Time

## Responsibilities

- Perform general clean-up of all areas of the building as directed (offices, hallways).
- Ensure cleanliness and restocking of all guest and staff bathrooms.
- Manage routine upkeep of exterior areas, lanai and parking lot/garage.
- Complete non-routine cleaning according to specified job orders (buffing, waxing of floors, etc).
- Handle emergency cleaning and upkeep requests.
- Ensure equipment is maintained and fully functioning; report breakage for repairs or replacement.

## Requirements

- Available to work a flexible schedule that includes days, evenings and weekend shifts.
- Able to multi-task, work independently and exercise good judgment.
- Experience with cleaning in commercial buildings and/or schools, clinics, etc.
- High School diploma or equivalent is preferred.

For questions, please email [HumanResources@IHSHawaii.org](mailto:HumanResources@IHSHawaii.org).