

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Janitor	Reference: 241008
Function/Department	Finance	Location: Hong Kong
Manager Title	Head of Finance	
Position Type	Temporary	
Position Status	Part Time	

Position Objective

Reporting to the Head of Finance, the Janitor will play a crucial role in maintaining a clean, safe, and welcoming school environment for our students, staff, and visitors.

Responsibilities

- Perform daily cleaning and maintenance of common areas with liaison to external provider
- Restock supplies with liaison to procurement team
- Conduct regular inspections of the school premises to identify and address maintenance needs
- Assist in the setup and breakdown of school events and activities
- Respond promptly to requests for cleaning and maintenance
- Report any safety hazards or maintenance issues to the Head of Finance
- Maintain cleaning equipment and tools in good working condition

This is not an exhaustive list of the job scope. The job scope includes any incidental duties as are reasonably required or reasonable desirable for the performance of the duties set out above.

Position Requirements

- Previous experience in janitorial is preferred
- Ability to work independently and as part of a team
- Good attention to detail and organizational skills
- Good communication skills in Chinese and English
- Physically able to perform cleaning tasks, including lifting and moving equipment

Qualifications

- Good communication skills

Contacts

- Regular interactions with staff and external provider

Working Conditions

- School Environment
- Will be required to work independently and as part of a collaborative team effort
- Working hours 7.30am to 4.30pm, Monday to Friday, plus occasional extended working hours to complete some projects and to support school-related events may be required

Terms of Employment

- Working Hours 7:30 am – 4:30 pm, Monday to Friday
- Referee request: Required
- Background Check: Required

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Regional Safeguarding Lead - Asia so that a referral can be made accordingly to the statutory services.