



COLLEGE OF MICRONESIA

Land Grant Program

PO Box 1179 Kolonia, Pohnpei, FM 96941

Phone: (691) 320-2486/2728

Website: comlandgrant.org

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Job Descriptions

Job Title: Custodian-Maintenance

Category: Full Time Support Staff

Level: Entry

Salary: \$10,400 Annual + Benefits

Location: COM LGP - Pohnpei

Current Incumbent: New Position

Reporting to: Executive Director

Purpose

New full time position - support staff

General Description

Under the direction of the Executive Director, the custodian is responsible for ensuring a clean, safe and healthy environment within and around the facilities and to ensure the office vehicles are maintained on a regular basis.

Key Outcomes Required

Essential Function 1 – *Planning & Scheduling*

- Map out areas to be cleaned
- Establish a cleaning schedule
- Establish a check-off log of areas cleaned/not cleaned
- Announce cleaning schedules

Essential Function 2 – *Procurement & Inventory*

- Maintain a list of cleaning supplies, materials, tools and equipment needed
- Provide the list to the Executive Director for purchasing
- Maintain a monthly inventory of the items, tools and equipment
- Provide inventory to the Executive Director

Essential Function 3 – *Cleaning, Safety, Securing and Reporting*

- Keep to cleaning schedules as set up by sweeping/mopping floors
- Provide signs to warn of wet floors
- Clean windows, doors, dust, wipe and sanitize countertops, desks and tables
- Clean, wipe, disinfect sinks, faucets, toilet bowls, door knobs, switches
- Re-stock toilet papers, paper towels, hand soaps, blue toilet bowl cleaners
- Exercise safety when using chemicals by using gloves, masks and follow instructions
- Empty trash cans and haul trash to the dumpsite
- Car wash, vacuum and wipe interior of office vehicles

- Make reports to supervisor concerning repairs/maintenance work
- Open office in the morning and secure office after work

Essential Function 4 – Maintenance

- Replace ceiling light bulbs and/or light tubes
- Replace leaking faucets or pipes
- Replace door knobs or deadbolt locks
- Clean air-conditioners' air filters regularly
- Monitor engine oil, transmission fluid, coolant, brake fluid, power steering fluid and windshield washer fluid twice a week and provide report to the Executive Director
- Monitor headlights, parking lights, braking lights, signal lights, high/low beams, horn, dashboard warning lights, tire pressure and provide report to the Executive Director
- Schedule and coordinate oil/oil filter changes and all other fluid changes
- Perform other necessary maintenance work assigned by the Executive Director

Qualifications:

- High school diploma is a plus, but not necessary
- Previous work-related experience will be a plus
- Must be able to read, write and speak basic English
- Must be able to lift up to a max of 50 pounds
- Must be able to drive automatic and/or shift vehicles
- Must have a valid driver's license with a clean record
- Must be able to demonstrate commitment to the job
- Must be able to work with little or no supervision
- Must be able to work at least 4 hours standing non-stop
- Must be able to always put up a cheerful and positive attitude
- Must be honest and truthful
- Must be willing to offer help to staff and visitors whenever needed
- Must have good interpersonal skills
- Must be a proactive type of person
- Must be courteous
- Must be self-motivated and diligent
- Must exercise good judgement at all times

Application Process & Requirements

To ensure full consideration, candidates must submit the following prior to the deadline:

1. A letter of interest
2. A resume
3. Three reference letters
4. Police clearance not more than 6 months old
5. Employment application which can be picked up from the office or go to comlandgrant.org to download the employment application or stop by the office and pick up a copy.
6. Deadline to submit: **Jan 9, 2026**
7. Bring all completed requirements to the office or submit via email to moajhnsn@gmail.com or stop by and drop them off at the office.