



**INTERNAL/EXTERNAL
JOB ANNOUNCEMENT**

POSITION TITLE:

Janitor

REPORTS TO:

Business Manager

OPENING DATE:

November 7, 2013

CLOSING DATE:

November 22, 2013

LOCATION OF POSITION:

Frederic Ozanam House
801 9th Ave
Seattle, WA 98104

HOURS:

FT: 37.5 hours per week

GRADE: 3

STATUS: Non-Exempt

BEGINNING PAY: \$11.56/hour

PROGRAM DESCRIPTION:

Frederic Ozanam House is permanent low income housing for 56 men over the age of 55 who were chronically homeless before entering the program. Each man has his own apartment and shares common areas such a dining room, showers, laundry, library, and roof deck garden. The residents enjoy a meal program, 24 hour front desk staff, and support services. All men who enter at this time are disabled and have issues related to the use of alcohol and/or drugs.

POSITION DESCRIPTION:

Maintains and cleans common areas and offices according to the janitorial schedule. Fulfills any cleaning duties as assigned both on routine and emergency cleaning. Provides general maintenance for proper drainage of toilets, sinks, and drains and assures clean and sanitary conditions. Prepares vacated apartments for renting or assists transfers as needed. Informs supervisor of any problems relating to building systems.

MAJOR DUTIES AND RESPONSIBILITIES:

Janitorial:

1. Take out garbage and recycling from garbage rooms, common areas, laundry rooms, and offices daily. Take dumpsters to the curb and return to garbage enclosure as scheduled.
2. Clean common bathrooms according to building standards, refill toilet paper and paper towel dispensers.
3. Clean common tub and shower rooms to building standards daily.
4. Clean tenant laundry rooms according to schedule
5. Clean common dining room daily. Mop floor, wash tables, empty garbage, recycling, and compost; clean sink, cupboards, coffee area, and food service and food disposal areas.
6. Vacuum, dust, and clean common area floors, walls, windows, and furniture according to schedule.
7. Respond to emergency cleaning needs.
8. Track inventory of supplies. Prepare supply orders.
9. Prepare cleaning solutions according to manufacturers' directions.
10. Communicate building maintenance and repair needs for subsequent follow-up.

11. Change light bulbs and fluorescent tubes as needed.
12. Prepare vacated apartments for renting or assist transfers, including:
 - Remove trash
 - Pack and remove personal belongings
 - Clean appliances and furniture
 - Wash walls, woodwork, blinds, windows and countertops
 - Clean bathroom
 - Wash & wax floors
13. Other duties as assigned which assure clean, sanitary conditions and a positive image at Ozanam House.

General Responsibilities:

1. Observe/follow guidelines on confidentiality rights of residents and respect their privacy.
2. Alert Management staff or Maintenance staff to issues/concerns regarding building or residents that are observed in course of performing duties.
3. Maintain accurate record of hours worked and turn in timesheets on schedule.
4. Attend trainings required of employees and staff meetings as scheduled.
5. Become familiar with landlord/tenant law and the actions that are permissible for landlords.
6. Maintain cooperative relationships with residents/businesses in surrounding neighborhood.
7. Contribute to the mission of Catholic Community Services and Catholic Housing Services.
8. Contribute to and support a positive, team-oriented work environment.

JOB CONDITIONS:

This position involves working with tenants who may have multiple mental health and/or addiction/chemical dependency issues.

This position requires the employee to work in an environment where there may be exposure to blood, bodily fluids, and other potentially infectious material. Other exposures could include cleaning supplies, chemicals involved in pest control, paint and other materials used in building maintenance, building temperature fluctuations, dust, noise, and odors.

PHYSICAL AND MENTAL ACUITY DEMANDS:

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to understand and apply custodial instructions/manuals.
2. Ability to observe safety rules.
3. Ability to climb ladders and work in high places.
4. Ability to walk, kneel, climb, stand, crouch, stoop, reach, push, pull and other related activities associated with janitorial work.
5. Ability to regularly lift and carry up to 20 pounds, occasionally up to 40.
6. Ability to occasionally lift up to 100 pounds together with a team member.
7. Ability to hand write legibly.
8. Ability to prioritize multiple tasks and to follow through to the completion of tasks.
9. Ability to work independently and as a team member.
10. Ability to perform tasks requiring manual dexterity.
11. Ability to see well enough to identify cleaning needs and complete to standards.
12. Regularly able to perform duties as assigned.

MINIMUM QUALIFICATIONS:

1. Experience and/or training in building janitorial services.

2. Knowledge of the use of janitorial supplies and chemicals, safety protocols for use of chemicals, and infection control principles.
3. Work history which demonstrates reliability and dependability.
4. Ability to communicate in English both verbally and in writing.
5. Ability to calculate mix ratios for cleaning chemicals.
6. Support and uphold the mission, beliefs and values of Catholic Community Services and Catholic Housing Services.
7. Willingness to learn and work well within a team environment.
8. Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations.
9. Criminal history background checks are required prior to employment.

PREFERRED QUALIFICATIONS:

1. Experience working with homeless and special needs populations
2. Experience working with alcoholic or chemically dependant populations.
3. Training or experience in conflict de-escalation.
4. Spanish speaking
5. Experience in building trades (carpentry, etc.).

ADDITIONAL INFORMATION:

Contact: Brigid Hagan, Business Manager, Ozanam House (206) 441-4606

APPLICATION PROCEDURE:

Send resume and cover letter to:

Catholic Housing Services

HR-OZJ

100 – 23rd Ave S.

Seattle, Washington 98144

Email: jobs-aha@ccsww.org

Fax: 206-328-5053

Please visit our website: www.ccsww.org

Please let us know if you need special accommodations to apply or interview for this position.

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