

EMPLOYMENT OPPORTUNITY

Shelter Maintenance/Janitorial Assistant

Looking for a hands-on individual to assist in keeping our family shelter cleaned and maintained. This is a part-time position, 20-25 hours per week. We are willing and able to be flexible with the work schedule.

The Shelter Maintenance Assistant will perform routine janitorial, general maintenance, and grounds maintenance for the Emergency Family Shelter.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Clean and maintain common areas as needed, including laundry room, washers/dryers, hallways, walkways, play areas, etc.
2. Complete minor maintenance needs, such as painting, assembling furniture, assist with moving heavy items, replacing lightbulbs, etc.
3. Conduct inspections of units and ensure all required appliances/amenities are present and in working order prior to resident move-ins; inform Coordinator of necessary repairs or appliances that need to be replaced.
4. Maintain contact with shelter residents regarding maintenance/repair requests; encourage resident participation and ownership of shelter upkeep.
5. Inform Coordinator of necessary repairs or appliances needing to be replaced.
6. May periodically inspect resident-occupied apartments, as the direction of the Coordinator.
7. Regularly load/unload Food Bank truck deliveries.
8. Perform regular ground maintenance and general clean-up (mow lawn, water, weed and prune, sweep entryways, sidewalks and parking areas).
9. Follow the Facility Maintenance Plan schedule of activities and inform the Coordinator of necessary updates to the plan.
10. Assist with coaching maintenance volunteers for seasonal projects.
11. Work with Coordinator to order shelter supplies and equipment.
12. Transport furniture, shelter waste and other items as needed to/from the shelter.
13. Participate in agency trainings and meetings as required.
14. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or GED/HSE minimum required.
- One-year previous facility maintenance experience preferred.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance, if personal or agency vehicle is used for work-related travel.
- Blood borne Pathogens Training (within 6 months of hire).
- First Aid/CPR Certified (within 6 months of hire).

Skills and Abilities

- See physical requirements below.
- Strong working knowledge of maintenance tools, techniques, and safety protocols.
- Ability to work independently and with minimal supervision.
- Proactive, problem-solving approach to challenges and requests.
- Proficient in Microsoft Office applications, including Excel, Word, and Outlook.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed primarily at the Emergency Family Shelter; occasionally required to travel to additional facilities. Work may be done indoors or outdoors. May be exposed to environmental or equipment hazards. Must be able to regularly lift, push or pull up to 50 pounds, as well as the ability to bend, squat, kneel, and climb. Sufficient mobility is required to perform maintenance tasks essential to the position. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.

COMPENSATION AND BENEFITS:

\$14.35- \$17.95 (DOE) per hour plus benefits

Benefits include:

- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.