

EMPLOYMENT OPPORTUNITY

Shelter Janitorial Assistant (PT)

The Shelter Janitorial Assistant will provide/perform routine janitorial, basic grounds maintenance, and general support for the for the Emergency Family Shelter.

This is a part-time position, (Approximately 20-25 hours per week) based out of our Family Development Center in Mount Vernon, WA.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Clean common areas as needed, including laundry room, washers/dryers, hallways, walkways, play areas, etc.
2. Regularly load/unload Food Bank truck deliveries.
3. General upkeep of facilities, assemble furniture, assist with moving heavy items, replacing lightbulbs, replacing batteries, etc.
4. Ensure all required appliances/amenities inside shelter units are present and in working order prior to resident move-ins.
5. Perform general grounds clean-up of (sweep entryways, sidewalks and parking areas).
6. Keep supply area of the basement clean and organized.
7. Inform and communicate with Coordinator of items needing repairs, appliances needing to be replaced, supplies needed, or other shelter needs.
8. Support Facilities staff with snow/weather debris removal, as needed.
9. Assist with transporting of furniture, shelter waste, and any other items needed to and from the shelter.
10. Participate in agency trainings and meetings as required.
11. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or GED/HSE minimum required.
- Previous cleaning and janitorial experience.

(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 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.
- Organized and detail oriented.
- 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 knowledge of 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:

Starting wage between \$16.54 - \$18.27 per hour (DOE)

Part Time Benefits include:

- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Paid Sick and Vacation Leave
- 12 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.
