

POSITION: Janitor-Temporary & Permanent Part-Time
SALARY: \$17.56 per hour
REPORTS TO: Facilities/Maintenance Manager

THE ORGANIZATION: As a nonprofit organization Conard House, Inc. builds welcoming communities and caring relationships that empower people and restore hope. Conard House, Inc. provides services including income advocacy, case management and housing at a halfway house, residential hotels, community service centers and cooperative apartments located throughout the City. The Property Management Department is responsible for facilities management and the housing component of the agency. The Janitorial Service is an internal business that employs janitors to clean and maintain offices, public spaces, and public bathrooms at several sites. This position is included in the collective bargaining unit with SEIU Local 1021. Conard House, Inc. is a committed equal opportunity employer. People with diverse cultural backgrounds encouraged to apply. Pursuant to the city and state's Fair Chance Ordinance, we will consider qualified applicants with conviction records for employment.

QUALIFICATIONS:

- Must have basic experience in janitorial services, preferably in a residential setting.
- Ability to work well with customers in a service industry setting.
- General knowledge of janitorial equipment and its operation in a safe manner is required.
- Familiar with the safe use, handling, storage and ordering of cleaning products.
- Must be able to read, write and communicate, clearly in English. Able to use computer, able to prepare electronic time cards, and inventory supplies.
- Initiative, resourcefulness and ability to work independently with minimal supervision.
- Ability to lift at most 50 lbs.
- Must be cleared through a background check, after conditional employment offer.
- Ability to travel to multiple sites is required. No vehicle is necessary.

DUTIES:

- Assign janitorial tasks to janitors to ensure all sites have adequate coverage. Ensure tasks are completed in a timely manner and inspect the quality of work and the cleanliness of the sites.
- Assist the Janitorial Manager with training staff in the safe and proper operation of janitorial equipment and use of cleaning products and supplies.
- Establish a working relationship with customers to resolve complaints.
- Perform janitorial tasks: restrooms and showers and tubs, wall cleaning, baseboards cleaning, sweep, mop; vacuum, spot clean carpets.
- Transport trash containers for pick-up; empty and wipe trash and garbage containers; replace trash bags; clean bathroom sink, toilet, mirror and shower; clean windows and window sills; clean wall, counters, door & microwaves, toaster ovens, and stove surfaces and dilute cleaning solutions.
- Review and maintain compliance with the Hazard Communications Program for each site and assist a monthly health and safety training for the janitorial staff.
- Assist the Janitorial Business Manager in personnel functions such as screening, interviewing, scheduling, evaluating performance and carrying out disciplinary actions.
- Electronic timesheets - Collects, review, approve and submit staff time sheets. Oversee the purchasing of equipment and supplies and inventory control.

Application Procedure: To apply, please send resume or application to Ken Bounthavy – Facilities/Maintenance Manager and email to PMjobs@conard.org.