



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: On-Call Janitor/Maintenance

FLSA Status: On-Call

Department: FACILITIES

Reports to: PROPERTY MANAGER

Pay Range: \$19 - \$20

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) to build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

On-call to assist with janitorial and maintenance of El Centro de la Raza, ECR, and El Patio as assigned by the Facilities Manager. Ensures the cleanliness of grounds and buildings. Assists with maintenance tasks. Monitor grounds investigate disturbances and report suspicious and unusual activities and/or incidents. Assists with maintenance work of 14-unit low-income apartment complex, 2 transitional houses, and 1 multi-use property.

ESSENTIAL QUALIFICATIONS:

- Passion for the mission and vision of El Centro de la Raza.
- Ability to work independently, maintain a sense of priorities, meet deadlines, and have the capacity to coordinate multiple tasks.
- Ability to work well under pressure and manage time effectively.
- Highly organized, self-motivated, multi-tasked, detail-oriented and team-oriented.
- Ability to work collaboratively and effectively with internal staff and external contacts.
- Must possess strong written and oral communication & coordination skills.
- Ability to work under pressure and adept at handling deadlines.
- Maintains a professional demeanor at all times.
- Must be self-motivated and be able to work in a stressful work environment.
- Able to work collaboratively and effectively with internal staff and external contacts.
- Must possess the good problem-solving ability.
- Previous janitorial or maintenance experience
- Previous landscaping experience a plus but not required.

ESSENTIAL FUNCTIONS:

- Cleans restrooms on each floor, all entrances, hallways, alcoves, elevators, meeting and dining rooms, and other areas where assigned.
- Empties outside garbage cans, and sweeps playground bark including bark under slides and swings.
- Performs minor/major repairs in carpentry, painting, plumbing, and electrical at all assigned locations.

- Occasional Saturday shifts: locks and unlocks the building, secures the building by checking for unlocked doors, windows, and unauthorized occupants and oversees weekend rental rooms.
- Takes out green and blue totters to the assigned locations by dumpsters for scheduled pickup.
- Leads volunteer groups as necessary to assist in the maintenance/grounds upkeep of property and building.
- Cleans assigned portions of the building: Childcare center's classrooms in any of the buildings depending on need.
- Clean assigned portions of the building of historic building: main and top floor hallways, men/women's restrooms on each floor, top floor meeting spaces, and entrances. Not limited to the dining room basement portion, other meeting spaces, outside entrances, and other areas where assigned.
- Inspects the building and grounds for illegal activities, property damage, and unauthorized use of the building. Reports incidents in a timely manner.
- Assists with snow removal and salts entryways and sidewalks.
- Could assist with room rental set up and cleaning in both the historic building and Centilia Cultural Center.
- Informs Facilities Manager of malfunctioning or broken equipment and low inventory.
- Performs other duties and responsibilities as assigned.

Performs other related duties as assigned by the Director or Manager.

PREFERRED SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including Microsoft Office Suite
- Understanding and a basic ability to communicate in English.
- Bilingual in Spanish/English.

WORKING CONDITIONS:

Edit as necessary. Works in a general office environment and a classroom environment at EL Centro de la Raza. Could work up to 40 hours per week based on need. May require a flexible schedule. May work different hours on different days. May require some local travel.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, and file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 20 lbs

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



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Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 02/2021