



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: Janitor

FLSA Status: PART TIME, non-exempt

Department: Jose Marti Child Development Centers

Reports to: Hirabayashi Site Director – Jose Marti Child Development Centers

Pay Range: \$ 22 to 24 hourly Depending on Education and Experience

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) 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:

Works independently to provide janitorial services in common areas and classrooms.

ESSENTIAL QUALIFICATIONS:

- High school diploma or equivalent experience.
- Must be able to write, read and communicate in English.
- Background check meeting minimum licensing requirements to work in a child-care facility.

Additional Preferences and Responsibilities

- Computer knowledge of Word, Excel and the internet search necessary for purchasing.
- Previous experience in security, janitorial and maintenance.
- Certificate from a custodial or maintenance trade school
- Bilingual Spanish/English, or Mandarin/English.

ESSENTIAL FUNCTIONS:

- Provides janitorial services before and after the center closes, to include but not limited to cleaning bathrooms, restocking toiletries, cleaning storage areas, vacuuming, removing trash and recycling, and mopping.
 - Wash and clean children's toilets in the 4 classrooms, wash garbage cans as necessary.
 - Vacuum carpets in each classroom, give care and cleaning to vacuum cleaners as needed.
 - Wash and clean adult's bathrooms, toilets, and doors.
 - Sweep and wash playground bird droppings as necessary, check in/out the elevator areas be clean, sweep and mop.

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Nonprofit Tax ID: 91-0899927

- Takes out trash and recycle totes to assigned location by dumpsters for scheduled pickup.
- Administrative office, laundry area, entrance area, and hallways; sweep, clean, mop, and remove garbage.
- Outside sweep and pressure wash sidewalks once a week and when necessary for animal feces.
- Pressure washes exterior windows once a month.
- Weekly clean the glass of the 2 entrance doors. And the doors of all common areas.
- Pass the plumber over the lamps, and the walls near the air conditioning filter.
- Maintains order and cleanliness in the kitchen in order to meet Health Department standards, when requested.
- Prepares and submits order for all necessary janitorial purposes.
- Provides security assistance to staff when children are departing facility at closing.
- Performs other duties and responsibilities as assigned.

SKILLS/TECHNICAL KNOWLEDGE:

- Exercises initiative in independent problem solving, skillful organizing and performing multiple tasks within expected timelines.
- Demonstrates ability to maintain composure and work effectively in stressful situations.
- Ability to work cooperatively in a high volume, fast-paced environment and must be able to work well under pressure.
- Must be self-directed and able to work with all types of individuals.
- Ability to work collaboratively and effectively with internal and external staff.
- Must perform in a professional manner at all times.
- Must produce appropriate monthly reports.
- Ability to comprehend and follow specific instructions.
- Maintains a work pace appropriate to a given workload.
- Ability to make decisions without immediate supervision and/or notify supervisor if appropriate.
- Ability to perform simple to complex and varied tasks.
- Must demonstrate a strong initiative and be a team player.
- Can work on feet for long periods of time.
- Must be dependable, honest, and able to work alone.

WORKING CONDITIONS:

Most work is performed throughout the facility and in the classrooms. Typically, works 25-hours/ Week, 5-days/ Week, but may require occasional overtime.

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, file cabinet drawers, and reach overhead
- Ability to operate janitorial equipment.
- Ability to support physical hygiene needs of children.
- Ability to lift up to 40 lbs.

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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.

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 to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests if the accommodation needed is a reasonable and no undue hardship would result.

Covid-19 Vaccination Requirement:

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination record on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

El Centro de la Raza offers the following benefits to full-time/part-time staff:

- Medical and dental insurance with competitive employee and family rates.
- Basic life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays + 5 days paid time off during the last week of December.
- Employment Assistant Program (EAP) for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more

To apply for this job please send your resume, cover letter and our employment application to:

Hilda Magana, JMCDL Director, hmagana@elcentrodelaraza.org

Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

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