Job Description

Position Title: Janitor/Groundskeeper
FLSA Status: FULL TIME, non-exempt
Department: Facilities Department
Reports to: Property Manager
Pay Range: $20 - $22/hour

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:
Under the direction of the Property Manager for the historic building, the primary job duty of the Janitor/Groundskeeper is to maintain the property and grounds and carry out general janitorial tasks. The Janitor/Groundskeeper will perform custodial duties, landscaping, and cleaning common areas, and may assist with maintenance as needed. The Janitor/Groundskeeper will be knowledgeable about the building’s systems and will help enforce the policies and monitor the safety and security of the building.

This job description is not designed to contain a comprehensive listing of all regular activities, duties, or responsibilities that may be required. Duties, responsibilities, and activities may change at any time with or without notice. Requires a 6-month evaluation period.

ESSENTIAL QUALIFICATIONS:
• High School Education or GED equivalent preferred.
• 1-2 years of janitorial experience preferred.
• Bilingual Spanish preferred.
• Monday to Friday, 6:30 AM to 3:30 PM, or Tuesday – Saturday depending on events.

ESSENTIAL FUNCTIONS:
• Prepare and maintain landscape weekly or as needed (mow lawns, maintain flower beds, blow leaves, de-ice, and shovel snow)
• Cleans restrooms on each floor, all entrances, hallways, alcoves, elevator, meeting and dining rooms, and other areas where assigned. • Empties outside garbage cans, and sweeps playground bark including bark under slides and swings.
• Physically walk the property daily to remove litter, debris, etc, and maintain curb appeal. Walk the grounds and common interior areas daily, removing litter and debris from lawns, planting beds, parking areas, sidewalks, ramps, and indoor spaces.
• Empties all trash receptacles.
• Clean the building floors by sweeping, mopping, and using any special equipment
• Dust, buff, and wash hallways, lobbies, stairwells, elevator cars, and other common interior areas
• Clean windows as needed.
• Duties may include the use of a power washer, lawn mower, and leaf blower.
• Assisting maintenance team members as needed.
• Clean the restrooms and replenish the stalls with paper products.
• Cleans assigned portions of the building: hallways, men’s/women’s restrooms on each floor, top floor meeting spaces, entrances, basement dining room, other meeting spaces, outside entrances, and other areas where assigned.
• Takes garbage to dumpsters and replaces liners in all rooms.
• Assist with Meeting room set up and breakdown and clean-up.
• Transfer dumpsters to the curb for trash and recycling pick-up using a dumpster cart.
• Cleans restrooms to the following standards:
  o Clean vents, disinfect, and wipe clean the partitions. Dust tops of all partitions, rails & fixtures.
  o Clean mirrors, and bright work. Clean and sanitize surfaces.
  o Detail clean urinals, in and under, toilet seats, top and under, and around toiletso Disinfect tampon disposal & urinalalso Toilet and Urinal Brushes, mops, and rags may not be used on any other surfaces
  o Cleans & restocks restrooms, use wet floor sign or restroom closed signs
  o Removes graffiti on walls, fixtures & partitions.
• Respond to questions and concerns from tenants, participants, and other visitors and initiate prompt action to resolve them. Report any unusual or extraordinary circumstances regarding tenants or participants to supervisors.
• Take annual inventory of facilities supplies.
• At times lead volunteer groups in neighborhood litter pick-ups.
• Performs other related duties as assigned by the Property Manager

SKILLS/TECHNICAL KNOWLEDGE:
• Ability to operate lawn maintenance equipment and tools.
• Follow oral and written instructions.
• Ability to communicate with residents, co-workers, and management.
• Valid driver’s license a plus but not required

WORKING CONDITIONS:
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk and go up and down stairs for long periods of time. The employee must occasionally lift, pull and move up to 50 pounds. Specific vision abilities required by this job include close vision.

Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days. May require some local travel.

El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.
PHYSICAL REQUIREMENTS:
- Sit, stand and walk for long periods of time
- Be outdoors during all types of conditions
- Ability to lift up to 50 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.

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 reasonable and no undue hardship would result.

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 the 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 the first year of employment with El Centro.
- 10 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- Vacation accrued by pay period; start accruing upon hire; eligible to take after passing 6 months evaluation period.
- 8 days of paid holidays have been established by El Centro de la Raza + 5 days of paid time off during the last week of December.
- Employment Assistant Program 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.

________________________________________________
Employee Signature                                  Date

________________________________________________
Supervisor Signature                                Date

cc HR, personnel file