



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: Maintenance/Janitor
FLSA Status: FULL TIME, non-exempt
Department: Facilities
Reports to: Veronica Gallardo
Pay Range: \$25-27

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:

This position will be providing janitorial, maintenance, and occasionally security of the buildings and grounds. This position will be full-time Monday – Friday 8:00 AM – 6:00 PM and covers three sites in Federal Way, including our youth center, offices, and skate rink. The schedule may vary based on emergency needs and special events. Janitorial duties Monday and Friday at the Skate Rink, W, TH at offices and Maintenance, and Groundskeeping at other times. 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:

- 3 to 5 years of janitorial and maintenance experience.
- Understanding and a basic ability to communicate in English.

Additional Preferences and Responsibilities:

- Previous experience in security, janitorial, and maintenance.
- Bilingual Spanish/English preferred.

ESSENTIAL FUNCTIONS:

Janitorial

- Reports illegal activities on building grounds, property damage, and unauthorized use of the building to Facilities Manager.
- Secures the building by checking for unlocked doors, windows, and unauthorized occupants.
- Communicates with Facilities Manager on role during emergencies and may need to respond to emergencies, and communicate problems to police, monitoring company, and/or supervisor and directors.

FW Offices 1607

- Clean Bathrooms
- Take out trash in bathrooms and common areas
- Sweep and/or mop the halls using the correct cleaning solutions. There should be no stains on the floor.
- Vacuum the basement.
- Replace any paper products in the bathroom or kitchen.
- Clean/wipe down any tables in meeting spaces/common room and kitchen
- Dust blinds once a month
- Wipe down knobs and surfaces that are constantly in use.
- Dust once a month

Si Se Puede Academy:

- Clean bathrooms
- Vacuum the basement and common areas.
- Wipe down windows.
- Take out the garbage.
- Clean the conference room.
- Vacuum the basement and common areas
- Wipe down tables, knobs and surfaces that are constantly used.

Skate Rink: Clean restrooms, common areas, employee areas and birthday rooms.

- Clean bathrooms
- Vacuum common areas.
- Wipe down tables
- Take out the garbage.
- Clean the birthday rooms
- Clean kitchen area

All Sites

- Removes snow or debris from sidewalks, stairs, and driveway from all sites.
- At times checking roofs of building to be cleaned and prevent leaks and water damage.
- Maintain exterior building clean of debris, cutting down weeds, and basic groundskeeping.

Maintenance:

- Physically walk the property daily to remove litter, debris, etc., and maintain curb appeal check for areas of maintenance concerns.
- Perform daily repairs and preventative maintenance duties as directed by supervisors to include but not limited to, inspect and repair plumbing, electrical, landscaping, common areas, and sprinkler systems.
- Perform snow removal when necessary or requested by supervisors and set out deicer as needed.
- Report repairs that require attention to the supervisor.



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- Flexibility to work Saturday and/or Sunday shifts
- Keen attention to detail.
- Assists with maintenance tasks related to property management and upkeep.
- Performs other related duties as assigned by the Facilities Manager

SKILLS/TECHNICAL KNOWLEDGE:

- Valid driver's license required (if applicable)
- List all bonafide skills and technical knowledge here.

WORKING CONDITIONS:

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. The specific upkeep of the different buildings will be mapped out when the staff is on board.

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 work both inside and outside at time in inclement weather.
- Ability to lift up to 80lbs
- List additional physical requirements here

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 a 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 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 have been established by El Centro de la Raza + 5 days 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.

Covid-19 Vaccination Requirement:

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records 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.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 07/2021