



CASA LATINA JOB ANNOUNCEMENT

Position: Custodian

Location: Seattle, WA

Reports to: Office and Facilities Manager

Posting Date: August 25, 2022

Casa Latina is pleased to announce there is an opportunity to join our team as a Custodian. We are a growing organization with a progressive approach to workers' rights and social justice. We have an engaged board of directors, stable financial position, a growing staff of 30+ employees and a robust contingent of volunteers.

We seek a reliable and detailed oriented individual to be our next Custodian. Under the direction of the Office and Facilities Manager, this position is responsible for maintenance for facilities and related areas in the Seattle and Federal Way locations.



Our ideal candidate is a reliable and detailed-oriented person who takes initiative, is an excellent listener and communicator, and is motivated to be part of an important social movement, empowering the Latino community to participate more fully in the economy and democracy of this country.

RESPONSIBILITIES

- Support Facilities Manager with setup for events and meetings.
- Support Facilities Manager with technical support (e.g. equipment/computer setup, security cameras, etc.)
- Conduct routine cleaning and maintenance of facilities.
 - Vacuum / sweep and mop floors and all stairs/steps.
 - Empty all garbage cans, wash cans (as necessary) and replace liners, properly dispose all recycle, compost and garbage and dump into the outside cage.
 - Clean and disinfect equipment, use-cleaning solutions to remove stains and clean surfaces.
 - Clean windows, glass partitions using soapy water or other solutions.
 - Dust furniture and scrub surfaces clean, wipe out tables and countertops, walls, etc.
 - Apply wax and/or sealant to coat floors and buff.

- Clean and sanitize restrooms (toilet, sink, mirror, etc.) and shower and replenish toilet paper, soap, wipes, seat cover, etc.
- Clean sinks, countertops, microwaves, refrigerators in break rooms, kitchen, and elevator.
- Order and restock cleaning supplies in designated storage area and keep it organized.
- Maintain janitorial equipment in a clean, safe and operable condition.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- General maintenance of grounds (sidewalks, parking lots, garbage cage, etc.).
 - Mow lawns, trim shrubbery, plant flowers, and apply pesticides; and water indoor and outdoor plants.
 - Fix minor plumbing leaks, paint touch ups, light carpentry, garden etc.
 - Weatherproofing facilities grounds (e.g. shovel snow from sidewalks and sprinkle salt/sand on surface).
- Move heavy equipment, furniture and disposal. Identify and report possible repairs.
- Coordinate and monitor community service projects
- Ensure that the office, cleaning, maintenance and first aid supplies are well stocked.
- Ensure water cooler is stocked.
- Inspect building and determine if repairs are needed. Repair in a timely manner.
- Organize and maintain common spaces, including the reception and the conference room.
- Oversee grounds keeping and custodial services.
- Setup for staff meetings and any event directed by the Executive Director.
- Train staff to install/support and setup audio system (interpretation equipment as well).
- Participate in All-Staff meetings
- Participate and/or facilitate regular Team Meetings
- Participate in pre-approved trainings and leadership development activities
- Collaborate on project planning with team members and across teams, when necessary
- Other duties as assigned

QUALIFICATIONS

- Physical ability to do required work.
- Able to travel between our Seattle and Federal Way offices
- Must be able to follow written and/or verbal instructions and communicate in English regarding the use of chemicals, supplies, and equipment; comply with safety policies and procedures.
- A valid Washington State Driver's License required.
- Ability to work independently
- Ability to regularly lift and carry up to 50lbs

- Ability to stand for long periods of time, bend, stoop, kneel and crouch
- Availability to work a flexible schedule and to work independently and foster teamwork within the department and organization.

ADDITIONAL DESIRED QUALIFICATIONS

- Entry level knowledge of computer use in the use of Microsoft Word and Outlook

At Casa Latina, you will be part of a collaborative work environment and warm community atmosphere. The program participants and people you serve are on-site, where you can see the impact of your work every day. We own a three-building campus, conveniently located in Seattle's historic Central District with excellent public transportation options and free parking. **This position is based at of our Seattle office and will require travel to our Federal Way office two (2) times a month.**

COVID-19 Vaccination: Upon hiring, proof of COVID vaccination is required for all employees, we provide an accommodation process for those who cannot be vaccinated for medical or religious reasons.

Compensation: Salary range: \$21.60 - \$22.55per hour (depending on experience). This is a part time, non-exempt, position regularly scheduled to work approximately up to 30 hours a week.

Generous benefits: Paid vacation and sick time, 6 additional personal holidays per year, the week between Christmas and New Year's off, medical, dental, retirement (a percentage of retirement contributions will be matched by the employer after one year of employment), and available training funds to continue develop your skills.

Application process:

Applicants please send:

- 1) Email your **cover letter** describing your qualifications and interest in this specific position to careers@casa-latina.org with the subject line "Custodian."
- 2) Include your **resume**, detailing prior data entry experience.
- 3) Please, also tell us where you heard about this job.

Position open until filled. Early applications are encouraged.

Casa Latina is an affirmative action employer. People of color, women, immigrants, people with disabilities, people of any sexual orientation or gender identity, and people with low-income backgrounds are encouraged to apply.