

## **JOB DESCRIPTION**

**Job Title:** MAINTENANCE JANITOR (Swing Shift)  
**Program:** Medical Respite & Sobering Center  
**Reports To:** Program Director and/or Program Coordinator  
**Status:** Non-exempt  
**Salary:** \$17.50/hour

### **JOB SUMMARY:**

The Janitor is responsible for performing janitorial and maintenance at Community Forward SF facilities.

### **ESSENTIAL JOB DUTIES:**

- Perform all scheduled and unscheduled janitorial work
- Sanitize bathrooms and sleeping areas as needed
- Perform all light-duty repairs when necessary
- Maintain security of all janitorial/maintenance supplies
- Regularly update Lead Janitor on inventory status of all job-related tools and supplies
- Inform Lead Janitor about any repair work needed in facility
- Support the Medical Respite Mission to promote stabilization, hope, and healing for adults experiencing homelessness in San Francisco
- Work collaboratively with Community Forward and DPH employees in an integrated team to meet shared goals
- Adhere to established policies and procedures
- Training and meeting attendance
- Other duties as assigned

### **BACKGROUND & EXPERIENCE:**

- Adequate literacy skills; reading comprehension required
- Experience and knowledge of accepted janitorial practices
- Experience and knowledge of routine building maintenance
- Ability to work independently and cooperatively
- CPR and first aid certification within 90 days of hire

To apply, please submit a current resume and cover letter to [jobs@catsinc.org](mailto:jobs@catsinc.org).