



## **JOB DESCRIPTION**

**Job Title:** JANITOR (2 positions available: Full-time graveyard shift and Part-time day shift)  
**Program:** Medical Respite & Sobering Center  
**Reports To:** Program Director and/or Program Coordinator **Status:** Non-exempt

### **JOB SUMMARY:**

The Janitor is responsible for performing janitorial and light maintenance at CATS 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 CATS 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.

### **SALARY AND BENEFITS:**

- \$15.00 per hour introductory; \$15.79 per hour post-introductory
- This is a union position which requires OPEIU membership after 30 days.
- Competitive benefits package including medical, dental, 11 paid holidays, 3 floating holidays, paid vacation, sick leave, EAP, voluntary 403 (b) account and pre-tax commuter check program.
- This position is located in San Francisco, California.

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### **TO APPLY:**

Email your cover letter and resume to: [jobs@catsinc.org](mailto:jobs@catsinc.org) with the position title in the subject line. EMAIL IS PREFERRED.

Then, visit our website [www.catsinc.org/careers](http://www.catsinc.org/careers) to fill out our online job application and mandatory forms and email to the email address above.

Alternately, you may fax your materials to (415) 241-1176 or mail your materials to:

Attn: Human Resources  
Community Awareness & Treatment Services  
1171 Mission Street  
San Francisco, CA 94103

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<http://www.catsinc.org>

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job duties are intended to describe those functions that are primary to the performance of this job. Other job duties include those that are considered secondary to the overall purpose of this position.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the supervisor and management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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CATS reserves the right to revise job descriptions or work hours as required.