

JOB DESCRIPTION

Job Title: MAINTENANCE JANITOR (Graveyard 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.