



Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

Job Announcement

Job Title: Utility Custodian

WAGE: \$16.00-18.50/hr, DOE

SCHEDULE: 4:00pm-12:30am Monday-Friday

TO APPLY: Apply online at our website: www.oregonjcc.org (select "About Us," then select "Employment"). Mittleman Jewish Community Center is an Equal Opportunity Employer.

Applications may also be obtained at Mittleman Jewish Community Center, 6651 SW Capitol Hwy, Portland OR, 503.244.0111.

JOB SUMMARY: The Utility Custodian is responsible for maintaining indoor and outdoor areas of the community center. This position is also responsible to set-up and take-down meeting rooms and ballrooms. The Utility Custodian may perform general cleaning and groundskeeping duties throughout the facility. This position will also oversee the contracted janitorial crew.

ESSENTIAL DUTIES: (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

- Perform basic cleaning duties including: mopping, sweeping and vacuuming floor, grounds maintenance, cleaning and sanitizing restrooms and locker rooms.
- Perform basic building maintenance tasks as assigned including light carpentry and plumbing tasks. Replace light bulbs. Assemble equipment.
- Set up and take down meeting rooms, ballrooms, and offices according to verbal and written instructions.
- Respond immediately to remove and correct unsafe conditions. Inform the Facilities Maintenance Manager of maintenance issues observed in the course of the work that are beyond the scope of the position.
- Oversee and assist evening contracted janitorial crew.

QUALIFICATIONS: Any combination of experience and training is qualifying that demonstrates the ability to perform the duties of the position. This would typically include:

- Two years' general building maintenance and custodial experience
- Preference – crew supervision or oversight

ABILITY: Ability to properly use janitorial equipment and tools; ability to perform duties in a closed facility and/or around the public and during public events, open activities or regularly scheduled programs; ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language; ability to understand and follow oral and/or written policies, procedures, and instructions; ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; ability to identify, learn and use safe working practices; ability to work effectively with co-workers in a diverse workforce; ability to respond appropriately to question/concerns from other employees and the public; ability to work independently and make decisions within established procedures; ability to work a flexible schedule as needed. Knowledge of the supplies, materials and equipment used in custodial maintenance; knowledge of practices and methods used in custodial maintenance; knowledge of safety practices used when handling chemicals and equipment; knowledge of safe lifting practices.

PHYSICAL REQUIREMENTS OF THE POSITION: This position performs heavy manual labor with frequent lifting/carrying of up to 50 pounds, and occasional lifting/carrying of up to 100 pounds. The position requires the ability to work in a wet (e.g. swimming pool, showers, locker rooms, etc.) environment. The position requires the ability to walk on uneven surfaces and terrain, climb stairs and ladders, bend, stoop, crouch, kneel, and crawl. There is common exposure to dust, pollens, fumes, chemicals, and sometimes adverse weather conditions. Safety precautions eliminate most risks.

ABOUT US: Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 100 years, the MJCC has offered educational, social, cultural and recreational programs.

MJCC IS AN EQUAL OPPORTUNITY EMPLOYER