



100 Masonic Avenue
San Francisco, CA 94118

415.567.8370 TheEpiphanyCenter.org

Housekeeping/Janitorial – 30 hours weekly with benefits

POSITION OVERVIEW

Under the supervision of the Facilities Manager, this position is responsible for maintaining a clean and safe environment for residents and staff by performing cleaning duties assigned to interior areas.

REQUIREMENTS

- Available for work schedule: Monday – Friday 2:00 pm -8:00 pm.
- Able to operate cleaning equipment and use cleaning solutions properly.
- Custodial cleaning operation experience including experience in use of buffers and floor machines, power washers, blowers, and vacuum cleaners.
- Must meet agency conditions for employment including requirements for Child Abuse Index and Fingerprinting clearances.

QUALIFICATIONS

- Able to work cooperatively with maintenance staff to achieve goals and objectives.
- Interacts pleasantly with staff and communicates effectively to ensure a positive working environment.
- Performs effectively and professionally under pressure.
- Knowledge of cleaning chemicals and safely practices regarding storage and usage.
- Knowledge of sanitation procedures.
- Knowledge of healthy and safe work practices, personal protective equipment (PPEs), and MSDS sheets.
- Follows directions related to job responsibilities and sanitation requirements.
- Must have basic English skills (reading, writing, listening, speaking) and math skills related to the safe and efficient performance of the job.
- Knowledge of food safety and sanitation.
- Basic skill to evaluate, trouble-shoot inquiries, establish priorities, follow plans and complete goals/objectives.

RESPONSIBILITIES

- Cleans common areas and staff offices as assigned including bathrooms, kitchens, and patios.
- Stocks supplies in storage rooms and distributes as needed.
- Keeps utility and storage rooms in clean and orderly condition.
Appropriately disposes and transports trash, recycle and compost to proper disposal area including breaking down cardboard boxes.
- Cleans all trash, compost and recycle containers and collection areas.
- Sweeps, mops, buffs, and/or vacuums floors in kitchen, offices, bathrooms, and storerooms
- Cleans walls, baseboards, window sills, tables, mats, drains as needed.

- Cleans glass windows and doors, entryways and spot cleans carpets.
- Operates and maintains buffer, vacuum cleaner, portable steam cleaner, and mops and brooms.
- Light maintenance duties such as changing lightbulbs, tightening loose screws and bolts, and reattaching loose dispensers.
- Assists in maintaining supplies and equipment.
- Assists in identifying and solving, cleaning and safety problems.
- Works in a safe and responsible manner while not putting self or others at risk.
- Complies with agency policies and federal and state regulations, uses personal safety gear, observes warning signs, learns about potential hazards and reports unsafe conditions.
- Fills out and submits supply inventory requests when supplies are low.
- Fills out request for repair for anything needing maintenance department's attention
- Immediately informs supervisor of anything that is a potential hazard or problem requiring immediate repair. For example, going into an office and seeing water on the floor from a leak in the plumbing.

BENEFITS

For eligible employees, package includes health, dental, vision, employer-paid life insurance, 401K retirement plan with employer-match, Aflac voluntary plans, Employee Assistance Program, paid holidays, paid vacation and sick leave.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

These physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Hours per day:

Frequent Walking / Running	3-6
Frequent Climbing	3-6
Frequent Lifting and Carrying <u>up to 50 lbs.</u>	3-6
Occasional Bending at Neck and Waist	1-3

Many essential duties will be performed in a lighted, heated, and/or ventilated indoor office setting, but Housekeeping may be required to work outdoors and in the basement. The noise level in the work environment is usually moderate, but due to machinery can become excessive.

APPLICATION PROCESS

To apply, please submit your resume.

The Epiphany Center, a non-profit social services agency in San Francisco, provides client-centered care to a diverse population of children, women, and families who are the most vulnerable in our society. Our purpose is to strengthen family life and to enhance the physical, social-emotional, intellectual and spiritual growth of each person in our care.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.