



## POSITION DESCRIPTION

<b>Position Title:</b>	Maintenance Janitor
<b>Program/Dept:</b>	Hamilton Family Residences
<b>Reports to:</b>	Facilities Coordinator
<b>Classification:</b>	Custodian, Regular, Full-Time, Non-Exempt
<b>Salary Range:</b>	\$12.50/hour + Full Benefits Package

The mission of Hamilton Family Center is to break the cycle of homelessness and poverty. Through a Housing First approach, we provide a continuum of housing solutions and comprehensive services that promote self-sufficiency for families and individuals, and foster the potential of children and youth.

Hamilton Family Center services include HFREC; the largest emergency shelter and THP the largest transitional housing program for families in San Francisco; the Dudley Apartments, a permanent supportive housing site for families and individuals; First Avenues, our innovative rapid re-housing and homeless prevention program; Project Potential, our services for children and youth; and Myhousing.org, our affordable housing, homeless prevention and community banking website.

The Family Residence is San Francisco's largest shelter for families. The renovated building (a former fire administration building) accommodates 55 families or about 150 people per night. The program provides three distinct levels of service; an emergency center where families can access shelter for one night, a sixty day emergency/crisis center and a 3-6 month temporary shelter. Families receive comprehensive support services which include: case management with referrals and linkages to ancillary services and benefits, a children's department, three meals a day, employment and life skills training, access to basic health services, and innovative and direct assistance in securing permanent housing. The Maintenance Custodian is primarily responsible for providing and maintaining a safe, clean and healthy environment throughout the shelter.

### **Primary Duties and Responsibilities (other duties may be assigned):**

- Maintain a safe, clean and healthy environment in a shelter housing approximately 55 families. Maintain the general cleanliness of the building interior and exterior and adhere to an established cleaning schedule.
- Regularly clean buildings; including offices, common areas, hallways, bathrooms, courtyard and parking areas. Wash walls and polish floors. Keep parking areas, courtyard and area immediately in front of and behind buildings free from debris and trash.
- Conduct visual inspection of maintenance needs and report them to the Facilities Coordinator and/or Program Assistant. Advise of major and minor emergency repair needs.
- Perform routine janitorial services according to work plan assignments; clean, scour and disinfect bathrooms, dining areas on a daily and as needed basis. Maintenance and cleaning of kitchen from time to time as needed.
- Maintain trash removal systems including rotation of garbage receptacles and recycling. Clean and mop hallways, common areas, sidewalks and individual units as necessary.
- Assist with and prepare for routine inspections by outside agencies.
- Maintain vigilance against pests and report need for special pest control.
- Keep inventory of proper supplies, tools and cleaning equipment.
- Maintain and promote the cooperative, harmonious, teamwork environment HFC strives to promote within the workplace; Maintain and promote an atmosphere of dignity and respect in line with the philosophy and policies of Hamilton Family Center.
- Follow HFC safety policies and procedures at all times.
- Attend required meetings and trainings as necessary.

### **Qualifications, Skills and Abilities:**

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- High School Diploma or Equivalent required.
- Good English language written/verbal communication skills. Ability to follow written instructions/guidelines and to work independently.
- Ability to use cleaning supplies, maintenance equipment and other related materials, equipment and tools according to established safety and user guidelines.
- At least 1 year of residential maintenance or related building maintenance experience strongly preferred.
- General knowledge of Cal/OSHA safety requirements.
- Ability to lift 60 pounds on an ongoing and repetitive basis as needed.
- Ability to perform essential job duties in a shelter environment encompassing four floors/levels.
- Computer literate; proficient in the use and operation of computers and basic Windows applications.
- Ability and willingness to work tactfully under pressure; cope with stress; problem-solving ability.
- Good judgment and ability to work as a member of a team.
- Ability, willingness and sensitivity to work with a diverse, low-income population
- Maturity, honesty, dependability, initiative and follow-through
- Position requires routine TB (Tuberculosis) testing and documentation (post-offer);
- Position subject to Criminal Background Check, and Live Scan Fingerprinting through the California Department of Justice (post-offer).
- Valid California driver's license and clean DMV record preferred.
- Bilingual English/Spanish language preferred.

### **Application Procedure:**

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Please identify position code "**MC-260**" in order to be considered for this position. Also, in order to be considered a formal applicant you must send 1) your resume and 2) a letter of interest to:

- Email: [jobs@hamiltonfamilycenter.org](mailto:jobs@hamiltonfamilycenter.org) – identify the position code in the header of your email
- FAX: 415-358-5761.
- **No phone calls please.**

*Due to volume of resumes received, only applications submitted via email will receive an acknowledgement indicating receipt.*

***Hamilton Family Center is an Equal Opportunity Employer  
This position is represented by OPEIU, Union Local 3***