



Job Description

Job Title: Janitor
Department: Property Management
Reports to: Maintenance Supervisor
FLSA Status: This is a fulltime, 40 hours per week, Non-Exempt position
Hourly Rate: \$15-20 per hour DOE

About Community Housing Development Corporation

Here at CPMC we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate income individuals, families and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve.

POSITION SUMMARY

Under the general supervision of the Maintenance Supervisor, the janitor will perform a variety of cleaning and custodial duties including daily cleaning and supplying of bathrooms, offices, and other assigned areas in accordance with standard procedures. He/she/they must have the ability to operate the required cleaning devices such as a wet mop, mop wringer, duster, vacuum cleaner, or any other necessary tool that is required to successfully accomplish the task.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Empties waste baskets and removes trash.
- Dusts surfaces that collect dust.
- Vacuums carpeted floor surfaces.
- Damp wipes and cleans furniture.
- Cleans walls, windows, and polishes metal surfaces.
- Cleans and polishes metal surfaces and porcelain fixtures in bathrooms.
- Replenishes restroom consumable supplies.
- Dry and wet mops hard-surface floors.
- Always maintains and stocks janitorial closet.
- Picks up trash on a regular schedule during the shift or as needed for special pickups.
- Ensures that equipment is kept clean and reports any malfunctions or safety hazards to the supervisor.
- Follows established procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.



- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Responds to special requests from manager for special events or other extra cleaning requirements.
- Other duties assigned

Required Qualifications

- A minimum education level of: High School Diploma or its equivalent
- A minimum of 1-2 years of related work experience
- The ability to work at multiple worksite locations
- Basic knowledge of cleaning products and proper cleaning techniques, or willing to learn
- Ability to follow oral and written instructions in English and/or Spanish and prioritize multiple tasks
- Clean driving valid California Driver's License
- Attention to detail
- Ability to work irregular/extended hours, including nights, weekends and holidays
- Able to wear face mask for long periods of time
- A background clearance is required
- Proof of full vaccination is required from Covid-19

Employees must have the ability to perform the following physical demands for extended periods of time without assistance:

- Maneuvering in and around worksites
- Standing and walking for long period of times
- Bending, kneeling, reaching, and stooping
- Lifting boxes or equipment weighing up to 25 pounds, and up to 70 pounds
- Pushing or pulling objects such as vacuums, carts, mops, etc.
- Climbing ladders and/or step stools

Community Housing Development Corporation is committed to building a staff that is rich with cultural, social and experiential diversity. Candidates who want to join us on this journey and who can uniquely contribute to that goal are encouraged to apply.

How to apply:

Please send application to Rhuntley@communityhdc.org

Benefits:

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.

[Equal Opportunity & Equity Statement](#)

Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving the bay area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability or sexual orientation.