



Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

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Job Announcement

Job Title: Utility Custodian

SALARY: \$17.00/hr

STATUS: Non-exempt, full-time or part-time

SCHEDULE: Flexible

ABOUT US: The Mittleman Jewish Community Center (MJCC) is an inclusive and welcoming hub for a diverse community, fostering lifelong wellness and providing dynamic social and educational experiences. The MJCC has been a vital part of the greater Portland community for over 100 years, providing a wide variety of recreational programming for all ages, wonderful fitness facilities, cultural events and more.

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 grounds keeping duties throughout the facility. This position will also oversee the contracted janitorial crew.

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

1. Perform basic cleaning duties including: mopping, sweeping and vacuuming floor, grounds maintenance, cleaning and sanitizing restrooms and locker rooms.
2. Perform basic building maintenance tasks as assigned including light carpentry and plumbing tasks. Replace light bulbs. Assemble equipment.
3. Set up and take down meeting rooms, ballrooms, and offices according to verbal and written instructions.
4. 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.

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

- 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;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to perform a wide variety of duties and responsibilities;
- Ability to identify, learn and use safe working practices; ability to work effectively with co-workers in a diverse workforce;
- Ability to work independently and make decisions within established procedures;
- 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:

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, 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.

MJCC IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at our website: www.oregonjcc.org (select "About Us," then select "Employment").

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