

Position Title: Facilities Custodian

Reports To: Office & Events Manager

Duration: Regular Position

Hours: 10+ hours/week

Compensation: \$13-\$15/hour DOE plus benefits (transit, paid time off)

Consideration of applicants will begin immediately, and continue until the position is filled

General Information:

The Facilities Custodian is responsible for ensuring all APANO facilities are accessible, attractive, sanitary and safe for members, staff and the public. The position works as part of the APANO Operations Team, reporting directly to the Office & Events Manager.

APANO envisions a just and equitable world where Asians & Pacific Islanders (API) are fully engaged in the social, economic and political issues that affect us. We are organizing and uniting low-income, limited-English-proficiency, immigrant & refugee API communities, fellow activists, and allies statewide in order to improve opportunities and prosperity for all Oregonians. Our strategic focus is to increase social justice and racial equity in Oregon through uniting and mobilizing API communities for equitable education and health systems.

APANO operates two facilities in Southeast Portland. The primary facility is our office located at 2788 SE 82nd Ave Suite 203-- a 2200 square foot second floor office that includes a community room, two conference rooms, two restrooms, kitchenette, one private office, and 15+ workstations. The secondary facility is our Jade/APANO Multicultural Space (JAMS) located at 8114 SE Division St. -- a 8,000+ square foot community space that includes two large multi-use rooms, two restrooms, one game area, and 10+ temporary workstations

Job Responsibilities:

The Facilities Custodian will be responsible for the following:

80% Custodial Cleaning

- Maintaining an attractive, sanitary and safe facility for members, staff and public
- Weekly cleaning of facilities that may require a combination of tasks such as sweeping, scrubbing, polishing, mopping, dusting, washing, and/or vacuuming dependent upon the need within designated areas (kitchenette, conference rooms, office/workstations, restrooms, meeting spaces, building exterior) for the purpose of maintaining a sanitary, safe and attractive environment required for daily operations.
- Bi-weekly removal of garbage and recycling from all areas of office; weekly removal of garbage and recycling from JAMS, and after any scheduled event.
- Periodically wash accessible interior and exterior windows and blinds.
- Maintain inventory of supplies and equipment at both facilities (e.g. cleaning solutions, paper products, vacuums, mops and other cleaning supplies) for the purpose of ensuring the required items are available to perform cleaning functions effectively and safely.
- Monitors all areas of the building for the purpose of identifying maintenance needs on-site according to established standards, evaluating situations and taking immediate action, and/or referring to appropriate staff member(s) to ensure the safety and comfort of members, staff, and visitors.
- Upkeep the exterior areas at JAMS including parking area, sidewalks, and minor landscaping.

15% Facilities Access

- Coordinating and ensuring appropriate locking and unlocking for evening and weekend use as scheduled at both facilities.
- Availability to provide facilities support at annual events as scheduled.

5% Facilities Maintenance

- Maintaining facilities to minimize facility deterioration and/or remedy any damage.
- Occasional installation and/or alteration tasks on-site including but not limited to minor repairs, furniture moving, equipment assembly, etc.

Required Qualifications:

- Experience with custodial cleaning
- Proactive, helpful, can-do attitude
- Detailed, communicative, and motivated work-ethic
- Flexibility to open/close on nights and weekends
- Some maintenance experience preferred

Physical Demands:

- The usual methods of performing the job functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.
- Generally the job requires 5% sitting, 75% walking/stooping/pushing etc. movement, and 20% standing.
- Frequently may be required to lift and carry up to 50 lbs.

How to Apply:

Only complete applications will initially be considered. Applications should be emailed to jobs@apano.org or dropped off at the APANO office located at: 2788 SE 82nd Ave Suite 203, Portland, OR 97266.

Complete applications include:

- Cover letter (1 pages max) clearly outlining the specific skills and knowledge you bring to the job and how they are a good fit with the responsibilities of the position.
- A resume (2 pages max) detailing relevant experience, work history, education and accomplishments.
- At least 3 references, with contact information, and your relationship to reference

For more information, please email jobs@apano.org. Please, no calls.