

The Primavera Foundation - Pathways Out of Poverty

<https://primavera.org/job/janitorial-job-lead/>

Janitorial Job Lead

Description

PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation is co-creating pathways out of poverty through housing, workforce development, homeownership and financial education, and community building and engagement.

As a *Janitorial Job Lead*, you'll play a crucial role in ensuring the completion of janitorial assignments and fostering a positive work environment. From providing basic job instruction and ensuring the availability of supplies to mentoring and providing transportation support for on-site crew members, this position offers a diverse and rewarding set of responsibilities. Join us in promoting integrity, respect, and compassion while making a difference in the lives of others.

Responsibilities

DUTIES AND RESPONSIBILITIES (*Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership*):

- Assisting with the completion of janitorial assignments, and ensuring the creation and preservation of a positive work environment
- Ensure needed janitorial supplies are in stock for each assignment
- Provide basic job instruction/information, including a review of all pertinent safety requirements with crews
- Clean assigned buildings, including sweeping and mopping floors, cleaning and stocking restrooms, and disposing of trash
- Ensure buildings are locked and secured upon completion of shift
- Drive to job site locations in assigned vehicle at scheduled times, which may include evenings and/or weekends
- Encourage conflict resolution and appropriate, productive work habits of workers
- Ensure payroll information and timecards are complete, accurate, and turned in on time
- Report any on-the-job injuries/ health concerns immediately to supervisor
- Ensure company vehicle(s) are clean and vehicle maintenance checklists are completed regularly
- Ensure that all equipment and supplies are returned to proper storage at the end of shift
- Enforce Primavera policies and procedures, including safety and program rules
- Attend meetings and trainings as required
- Adherence to and demonstration of Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Other duties as assigned by leadership

Qualifications

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of services and issues related to people experiencing homelessness and people with histories of incarceration
- Ability to work effectively with a diverse group of program participants, the

Hiring organization

Primavera Foundation

Employment Type

Full-time

Base Salary

\$ 18

Date posted

May 15, 2024

public, staff, and volunteers

- Demonstrated ability to productively problem-solve
- Ability to communicate effectively and accurately verbally and in writing
- Knowledge of and adherence to workplace and vehicle safety guidelines and procedures
- Ability to function effectively with minimal supervision

MINIMUM QUALIFICATIONS

- Ability to work evenings/ weekends as assigned
- High school diploma or equivalent
- 1 year of direct janitorial experience
- Experience safely driving vehicles
- First aid and CPR certification or ability to obtain
- Level 1 fingerprint clearance card or ability to obtain
- Valid Driver's License and 39-month driving history that will satisfy the driving requirements of Primavera's insurance provider and Primavera's driving policy

PREFERRED QUALIFICATIONS

- Bilingual (English/Spanish)
- 1 year experience in social services, providing direct supervision to participants in a work setting
- 1 year of experience working with low-income and/or homeless individuals
- 1 year of experience directly supervising work crews

PHYSICAL ENVIRONMENT/CONDITIONS

- Ability to stand, kneel, stoop, and lift a minimum of 75 pounds
- Ability to work outdoors in desert climate
- Ability to work varied work schedule to include evenings and weekends

Contacts

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, ethnicity, age, pregnancy, mental or physical challenging condition, marital/family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic(s) in accordance with applicable federal, state, and local laws.

To apply for the position, please provide a Cover Letter and Resume.