



**P.O. Box 677
17547 First St.
La Conner, WA 98257**

Swinomish Housing Authority (SHA) Job Announcement / Position Description

Janitor – Part-time

POSITION SUMMARY:

Direct Supervisor: Housing Maintenance Manager

The Janitor will assist maintenance staff with routine building janitorial duties, housing unit remodel/repair cleanup, and will work with the Life Skills Counselor assisting targeted households with upkeep of their units.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Routine building cleaning including washing of walls/ceilings, fixtures, floors, windows, cabinets, appliances and woodwork.
2. Pick up and disposal of garbage and trash inside homes, in yards, and common areas.
3. Weekly Cleaning of the Housing office.
4. Demonstration of proper cleaning methods, materials, and tools to residents.
5. Supervision of community service workers assigned to janitorial duties.
6. Other associated duties as assigned.

MINIMUM QUALIFICATIONS:

1. 0-5 years' direct experience in job duties listed above preferred.
2. A valid Washington State Driver's license.
3. A high school graduate or have received a GED.
4. Ability to lift up to 50 pounds and perform manual labor while standing, sitting, stooping for extended periods of time and have no known existing medical condition that could affect the performance of assigned duties in an efficient manner;
5. Ability to work courteously with the public and fellow employees; and maintain confidentiality.
6. Successfully pass criminal back-ground check and pre-employment drug test.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of proper use and handling of cleaning chemical and tools.
2. Ability to work with limited direction and supervision.

WORK ENVIRONMENT AND TIME COMMITMENT:

1. Work schedule is 30--32 hours per week. This is a full-time position.
2. Work conditions may vary and may include unforeseen emergencies or circumstances.
3. Considerable time may be spent alone cleaning vacant housing units.
4. This position will occasionally include extraordinary work hours that change according to the needs of varying situations.
5. Work is primarily performed in the field, sometimes with other employees, generally alone.



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6. Work may be performed under highly stressful conditions, and may involve extended periods of bending, standing, or walking.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to SHA employees. Employees in this classification are considered non-exempt. Consistent with practices on federally recognized Indian Tribes, Native American hiring preference will apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening. A successful applicant must meet minimum standards of character based on a background check. SHA will serve as the hiring committee.

APPLICATION DEADLINE:

Complete application packets must be submitted no later than 5:00 pm (PST), February 29, 2024 to:

Swinomish Housing Authority
17547 First St.

or

Swinomish Housing Authority
P.O. Box 677
La Conner, WA 98257