

Facility Attendant

Reports To: Facilities Coordinator & Operations Manager

Temporary Position: This is a temporary position intended to cover one of our regular staff member's shifts while they take a leave of absence.

Part-Time: Approx. 15 hours/week, flexible schedule to be discussed and collaboratively set with supervisors depending on the needs of the facility. Will likely require early mornings or late evenings, and/or weekends.

Wage: \$16/hr

About the Northeast Community Center

The NECC is an independent non-profit community center and treasured neighborhood anchor in NE Portland. Located in the former NE Family YMCA facility, the NECC is a thriving hub that offers recreation, aquatics, fitness, wellness, and enrichment programs and activities for all ages. Valued by staff and participants for its welcoming intergenerational environment, the NECC strives to strengthen the fabric of our community by providing opportunities to stay active, socially connected, and stay physically/mentally healthy.

At the NECC, we respect, value, and welcome diversity in our staff, participants, and in the community we serve. We strive to hire staff that share these values and who are interested in learning how to best serve and support everyone in the community. We value the life experiences of BIPOC, LGBTQ2S+, and other persons identifying as a member of a community that has been marginalized.

Job Overview

We are seeking a reliable and dedicated individual to join our team as a Part-Time Facility Attendant. The person in this position will play a crucial role in maintaining the cleanliness, safety, and overall appearance of our community center. This role is perfect for someone who wants to make a difference in their community, enjoys physical movement in their work, and prefers to work independently.

This is a temporary part-time position intended to cover one of our regular staff member's shifts while they take a leave of absence. It's possible that this could turn into a permanent position, but it is not guaranteed.

Position Requirements

- Previous custodial or janitorial experience preferred but not required.
- Strong attention to detail and a commitment to maintaining a clean and organized environment.
- Willing to ask questions but prepared to work independently and not afraid to take action.
- Comfortable interacting and communicating with community members, staff, and volunteers.
- Able to work with and give instructions to a diverse population in a courteous and friendly manner.
- Demonstrate awareness of others' social identities (e.g., race, gender, disability status, religion, etc.) and understands their relevance in the workplace and NECC programs and activities.

Specific Responsibilities

- Perform routine cleaning tasks, including sweeping, mopping, vacuuming, disinfecting, and dusting in various areas of the facility.
- Ensure that restrooms are clean, sanitized, and well-stocked with supplies.
- Empty trash receptacles and dispose of waste in accordance with established procedures.
- Monitor and report any maintenance or safety concerns to the appropriate staff.
- Work collaboratively with other staff members to support the overall functioning of the community center.
- Other duties as discussed with supervisor and assigned.

Position Details

- Hourly wage – \$16
- This is a temporary position intended to cover one of our regular staff member's shifts while they take a leave of absence. It's possible that this could turn into a permanent position in the future, but it is not guaranteed.
- Approximately 15 hours a week. Flexible schedule to be discussed and collaboratively set with supervisors depending on the needs of the facility. Will likely require early mornings or late evenings, and/or weekends.
- Eligible for a free employee membership.
- 100% of staff at the Northeast Community Center have received the Covid-19 vaccine. The person applying for this position will be required to be vaccinated.
- The person in this position needs to be able to: ascend/descend two flights of stairs, move around the building and through narrow areas, bend and kneel, spend long periods of time on their feet, and lift and carry up to 50 pounds. Unfortunately, our building is not currently ADA accessible.
- If selected, candidates will need to submit to a background check. Prior involvement with the justice system will not immediately disqualify a candidate.

To Apply

Submit the following to jobs@necommunitycenter.org:

- Your resume or a description of your qualifications as it relates to the position

Timeline: We are interested in filling this position immediately and encourage you to submit your application as soon as possible to be considered for the role.