



Position: Maintenance Technician - Janitorial
Reports to: Facilities Manager; Emergency Men's Shelter
Hours: Full-Time, 40 hours a week
Classification: Regular, exempt
Salary Range: \$21.00 - \$25.00 per hour
Role: Primarily onsite

COVID-19: PorchLight (formerly CFH) follows the most current health and safety guidelines provided by King County Public Health and the CDC.

ABOUT PORCHLIGHT (FORMERLY CFH)

PorchLight (formerly CFH) is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with partnerships and support from King County's Eastside community, PorchLight (formerly CFH) serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including three meals a day, 365 days a year. PorchLight (formerly CFH)) is a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission.

Our core values are relationship, community, empowerment, dignity and respect. These values embody the PorchLight (formerly CFH)) mission: to partner with men experiencing homelessness & the community to create a path to stable living.

OVERVIEW OF POSITION

The Maintenance Technician - Janitorial, is responsible for maintaining, cleaning, and disinfecting all areas of PorchLight (formerly CFH)'s shelter, services, and administration facility, including performing general repairs to the facility. Performs basic cleaning, sanitation, minor maintenance, and associated grounds including sweeping, mopping, vacuuming, dusting, polishing, trash removal, light landscaping, and routine work orders, etc.

This position, in close collaboration with PorchLight (formerly CFH) staff, maintains a healthy and safe environment for the staff, clients, and visitors to the PorchLight (formerly CFH) facility.

While the daily schedule is negotiable, evening hours will be required.

The Maintenance Technician is integral to PorchLight (formerly CFH)'s mission, vision, and values, by ensuring clients are treated with dignity and Respect.

Some driving will be required between locations.



KEY RESPONSIBILITIES

- Vacuums or mops all floors, empties all trash receptacles, cleans and sanitizes all bathrooms, urinals, toilets, and mirrors.
- Manages garbage and recycling which includes operating a trash compactor and loading commercial dumpsters.
- Assists in the immediate clean-up of accidents.
- Shovels snow and salts icy walkways (seasonal)
- Performs basic minor repairs and preventative maintenance under the direction of the Facilities Manager, including, but not limited to:
 - basic plumbing tasks like removing clogs, drains, faucets, and p-traps
 - minor electrical work (e.g. changing light bulbs, replacing face plates, switches)
- Moves clients into program, equipment and furniture.
- Driving all over the greater eastside (Newport Hills to Kirkland).
- Participates in safety and security inspections of property.
- Repairs, and maintains maintenance supplies, tools, and equipment.
- Assists in fleet maintenance including regular inspection to ensure reliability, keeping interior and exterior clean, schedules required maintenance, and tops fuel when tanks when needed.
- Maintains professionalism and communicates effectively with all key stakeholders including, but not limited to, residents, managers, other staff, and vendors.
- After-hours emergency responses may be needed. Contributes to a positive team culture.
- Will work clean areas with biohazard items (needles, human waste, blood or other fluids).
- Other related duties as assigned.

EDUCATION & EXPERIENCE

- High school diploma or equivalent combination of education and experience; vocational training in one or more areas of maintenance preferred.
- At least one year of experience in facilities maintenance, preventative maintenance, and restoration/repair/service is required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of general facilities repair and maintenance skills, including construction, electrical, mechanical, painting, and plumbing skills, and general safety and life safety systems and practices related to facilities maintenance operations.
- Demonstrated strong safety record, with working knowledge of safety regulations and procedures, including the use and execution of lock-out tag-out procedures.
- Demonstrated ability to ensure effective work prioritization, work projects/tasks coordination, and outsource contracts monitoring.
- Good communication with personal interaction skills, with an emphasis on customer service and support.
- Ability to develop and maintain strong professional relationships with team members at all levels, clients, and vendors, and with varying educational, ethnic, professional, and economic backgrounds.



- Ability to work effectively with minimal supervision, manage multiple duties and priorities and maintain high-quality standards.
- Ability to function as a member of a team, leading within the scope of the position and contributing whenever possible.
- Ability to remain calm and professional when faced with difficult situations and emergencies.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Washington driver's license and insurable driving record required.

PHYSICAL REQUIREMENTS

- Prolonged periods of standing and walking
- Must be physically able to climb ladders, bend, and crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

SALARY & BENEFITS

- Salary Range: \$21 - \$25/hr
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

ABILITY TO COMMUTE / RELOCATION

- Bellevue, WA 98005: Reliably commute or planning to relocate before starting work (Required)
- Multiple work locations in any given day

PorchLight does not discriminate on the basis of race, religion, color, age, genetic information, sensory, mental or physical handicap, national origin, gender, sexual orientation, gender identity, gender expression, marital status, familial status, parental status, citizenship status, pregnancy, veteran status, political ideology or any other basis protected by applicable law.

PorchLight serves people from diverse cultures, races, gender identity, sexual orientation, and ages. We value diversity and intentionally work to recruit, hire, and retain staff who reflect the diverse client population we are serving. PorchLight is an equal opportunity/affirmative action employer.

SUBMISSION

To apply, please submit resume to careers@cfhomeless.org