



<b>POSITION TITLE:</b>	Facilities Assistant	<b>REPORTS TO:</b>	HR & Operations Manager
<b>EMPLOYMENT TYPE:</b>	Regular, Part-Time	<b>SALARY RANGE:</b>	\$26-30/hour
<b>SCHEDULE:</b>	20-25 hours/week	<b>PRIORITY CONSIDERATION BY:</b>	12/31/2024 or until filled

**JOB SUMMARY**

Tacoma Community House is a highly regarded, community-driven service center dedicated to supporting immigrants, refugees, and individuals from the South Sound community in their quest for personal growth and empowerment. Established in 1910, we have been instrumental in equipping community members with the necessary skills to adapt to a new culture and achieve remarkable personal and professional accomplishments. Through our comprehensive programs and services, we inspire and enable individuals to forge their own paths to success and fulfillment.

The Facilities Assistant/Custodian plays a vital role in maintaining a safe, clean, and welcoming environment for staff, clients, and visitors at our non-profit organization. This position is responsible for general custodial tasks, minor maintenance, and supporting the overall functionality of the building.

**KEY RESPONSIBILITIES:**

***Custodial Duties***

- Clean and sanitize restrooms, kitchens, and common areas, including replenishing supplies as needed.
- Sweep, mop, vacuum, and dust floors and surfaces in offices, classrooms, and shared spaces.
- Empty and dispose of trash and recycling in designated areas.
- Maintain the cleanliness of entryways, hallways, closets, and other high-traffic areas.
- Spot-clean windows, walls, and other surfaces as needed.

### ***Facilities Support***

- Perform minor maintenance and repairs, such as changing light bulbs, unclogging drains, replacing batteries, supplying printers, tightening fixtures, etc.
- Assist with room setups for meetings, events, or classes, including arranging furniture and ensuring necessary supplies are available.
- Monitor and report larger maintenance or repair needs to HR & Operations Manager.
- Maintain an inventory of cleaning supplies and equipment, notifying the HR & Operations Manager when restocking is necessary.

### ***Safety and Compliance***

- Follow safety protocols for handling cleaning supplies and equipment.
- Report any safety hazards, building damage, or security concerns promptly to the HR & Operations Manager.
- Ensure all spaces meet cleanliness and safety standards at all times.
- Embrace other duties as assigned, demonstrating flexibility and a willingness to contribute to the equitable advancement of the agency

### **QUALIFICATIONS**

#### **REQUIRED:**

- Proven experience in custodial or facilities-related work.
- Ability to work independently and efficiently, managing time effectively.
- Strong attention to detail and commitment to maintaining a clean and organized environment.
- Physical ability to lift up to 50 lbs, climb stairs, and perform repetitive physical tasks (e.g., bending, lifting, reaching).
- Must pass background check.

#### **PREFERRED:**

- Familiarity with basic maintenance and repair tasks.
- Experience working in a non-profit or community-focused environment.
- Basic knowledge of workplace safety practices and procedures.

**WORK SCHEDULE:**

This is a part-time position requiring 20-25 hours per week. Specific hours and shifts will be determined in collaboration with the HR & Operations Manager to meet the organization's needs. Some flexibility may be required for occasional evening or weekend events.

**APPLICATION PROCESS:**

Please e-mail a cover letter that specifically addresses how your background makes you the best fit for this position, your resume, and three (3) references to

[Jobs@TacomaCommunityHouse.org](mailto:Jobs@TacomaCommunityHouse.org)

**WE ARE A WELCOMING WORKPLACE**

Inclusion and empowerment are an integral part of who we are – our history, our culture, our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Tacoma Community House is one of the longest-serving nonprofits in Tacoma. In our relationships with staff, our participants, and our community, Tacoma Community House does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.