



Daybreak Star Indian Cultural Center  
Post Office Box 99100, Seattle, WA 98139  
Phone: (206) 285-4425 Fax: (206) 282-3640

## JOB ANNOUNCEMENT

**JOB TITLE:** On-Call Security and Maintenance

**REPORTS TO:** Facilities Manager

**LOCATION:** Daybreak Star

**DEPARTMENT/PROGRAM:** Facilities

**STATUS:** Part Time, Non-Exempt

**GRADE:** \$12 per hour

**JOB PURPOSE:** As a member of the Facilities team, the Security and Maintenance performs all related duties to assure that assigned facility is clean and well maintained, inviting and appealing, structurally safe and sound, and free of health and safety hazards.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Test fire alarms, sprinklers, and other safety equipment.
- Perform general landscaping upkeep. Maintain lawn at all assigned facilities, including mowing, raking, seeding, fertilizing, removing debris. Attend to plants, flower beds, bushes, and trees including pruning, planting, watering, and fertilizing.
- Ensure waste and recycling areas are clean and well maintained.
- Sweep sidewalks, exterior stairs, and parking lots as needed. Perform snow removal as needed, including, shoveling, sanding/salting, etc.
- Conduct hourly rounds of facility to detect signs of intrusion and ensure security of doors, windows, and gates.
- Perform daily weekly schedule of cleaning, including offices, meeting spaces, washrooms, and common areas of assigned facility and daily cleaning, including empty trash from common areas, offices, meeting rooms and grounds. Re-stock supplies in kitchen, washrooms and meeting rooms.
- Build, support and enhance a positive, productive organizational culture and workplace that demonstrates integrity, honesty, trust, support, and respect.

### QUALIFICATIONS

#### Experience, Competencies and Education

- An experienced individual with appropriate industry experience, preferably in a non-profit organization providing general maintenance, security, and janitorial services. An empathetic and considerate individual with a high level of compassion, exemplary ethical standards, exceptional time management skills, and an appropriate professional image. A thorough, thoughtful individual with problem solving ability, good judgment and strong interpersonal skills. A well organized and self-directed individual who is a team player. An individual who can relate to people of all socio-economic backgrounds.
- An individual that has experience, strong knowledge, and an intimate understanding of Native American culture, issues and Tribal politics.
- High School Diploma and three years of experience in building maintenance or an equivalent combination of education and experience.
- Requires at least one year of experience and demonstrated knowledge of Washington State regulations related to maintenance, repair, and safety of commercial and residential facilities
- Demonstrated experience and comprehension of methods, procedures, equipment, materials and supplies related to the maintenance and repair of commercial and residential facilities.

- Familiarity with various ethnic and cultural groups required.
- Great customer service

**Conditions of Employment**

- Pass a criminal history background inquiry
- Possess valid Washington Driver's License an access to vehicle

Opening Date: 09/07/15 within United Indians Opening Date: 09/11/15 Community Closing Date: When suitable applicant is hired	<b>APPLICATION PROCEDURE</b> Submit cover letter and resume to:
Compensation: \$12.00 per hour United Indians of All Tribes Foundation is an Equal Opportunity Employer	United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>