



JOB ANNOUNCEMENT

JOB TITLE:	Night Shift Security and Custodian		
PROGRAM:	Maintenance & Security	FLSA STATUS:	Non-Exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	Full-time
REPORTS TO:	Administrative Director	PAY RANGE:	\$19.75

The United Indians of All Tribes Foundation (UIATF) is a not for profit organization working to provide vital social, cultural, and educational services primarily to Seattle's American Indian/Alaska Native community, and all people in need.

Job Summary

UIATF is currently seeking a motivated individual to join our team as a Night Shift Security and Custodian. The ideal candidate for this position is a self-starter, flexible and details & safety oriented. They will be responsible for overseeing the building and surrounding property, ensuring their security and reporting and documenting any occurrences. The second part of the role includes cleaning and sanitizing offices, meeting space, bathrooms, and public areas. This position is through 12/31/2021, with the possibility of continuation into 2022.

Responsibilities

- Performs general clean-up of all areas of the building as directed
- Manages routine upkeep of exterior areas, green space and parking lot
- Completes non-routine cleaning according to specified job orders
- Removes garbage and recycling nightly and prepares bins for weekly pick-up
- Handles emergency cleaning and upkeep requests
- Ensures office spaces and bathrooms are maintained and fully equipped
- Maintains a strict sanitation routine within the building, in compliance with policy and county directives
- Patrols the buildings halls, offices, storage, restrooms and open spaces
- Patrols the surrounding property, including the parking lot, storage and outdoor preschool area
- Ensures all security alarms and CCTC cameras are on and functional
- Spends a portion of shifts watching the CCTV monitors for any suspicious activity, and reporting to supervisors and local authorities in case of any suspicious activity
- Maintains clear and concise logs of all nightly occurrences and suspicious activity
- While considering personal safety, confronts loiterers or trespassers; otherwise contacts authorities
- Ensures all entrances and offices are locked and secured
- Conducts daily physical hazard inspections
- Provides the morning shift with any reports from the shift and the night check-list.

Requirements

- 2+ years security / janitorial experience preferred
- High school diploma/GED required
- Willing to work nights
- Ability to work well under minimal supervision

- Capacity to take direction and report on progress
- Strong attention to detail
- Good diplomatic communication skills
- Capable of critical thinking under pressure
- Physically capable of lifting and moving objects up to 30 pounds as necessary

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee may need to stand, walk or sit for prolonged periods of time, in an office or outdoor environment. The employee must be able to occasionally lift and/or move up to 50 pounds. This position will entail work in low visibility, and all potential seasonal weather and temperature conditions. The employee will need to be able to operate a four wheel vehicle at night, after initial training.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

<p>OPENING DATE: 01/25/21 CLOSING DATE: Until Filled</p> <p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .</p> <p>Please contact HR for questions : #206-475-1353, msalanga@unitedindians.org</p>
--	---