



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
5011 Bernie Whitebear Way, Seattle, WA
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE: Security and Maintenance

DEPARTMENT/PROGRAM: Facilities

REPORTS TO: Facilities Manager

STATUS: Part Time

LOCATION: Daybreak Star Cultural Center

GRADE: Non-Exempt \$19 per hour - On call

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

- Sanitize and disinfect common areas daily including bathrooms
- 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 schedule of cleaning, including offices, meeting spaces, bathrooms, 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, bathrooms and the lounge meeting space.
- Build, support and enhance a positive, productive organizational culture and workplace that demonstrates integrity, honesty, trust, support, and respect.
- Set up tables and chairs according to floorplan request.
- Excellent customer service during event rentals, assisting rentals with lighting, emptying garbages, bathroom issues etc. Also, insuring rentals are complying with DBS rules and regulations. Clean building after events.
- Performs minor carpentry, painting, and plumbing maintenance work.

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.
- Communicate effectively and professionally with all team members (staff & contractors)
- 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.
- Available to work weekends and nights.
- Must be able to lift 25lbs or more.

Conditions of Employment

- Pass a criminal history background inquiry
- Possess valid Washington Driver’s License

Opening Date 8/10/21 within United Indians Closing Date: When suitable applicant is hired	APPLICATION PROCEDURE Submit application:
Compensation: \$19 per hour plus benefits 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: jobs@unitedindians.org