

POSITION ANNOUNCEMENT



Maintenance/Custodial Porter

Loyola Jesuit Center (“LJC”), Portland, Oregon

The Institution

The Society of Jesus, the largest men's religious order in the Roman Catholic Church, assigns some 17,000 priests and brothers to ministries worldwide. In pastoral, educational, and other ministries, our priests and brothers collaborate with laymen and women, civic organizations, local dioceses, and other religious orders. As catalysts for change, we invest personnel and funding in those “turning points” in society where we believe the greatest good can be achieved. Our ministries express the power of faith doing justice by combining belief in fundamental human dignity with advocacy for the poor and marginalized.

The USA West Province (“Jesuits West”) supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West, a province of approximately 540 Jesuits, is led by Father Sean Carroll, S.J. with an 11-member executive team overseeing an approximate staff of 30 with offices in Los Gatos, California and Portland, Oregon.

Position Concept and Basic Function

The Maintenance/Custodial Porter assists with the grounds, performs occasional light maintenance tasks as well as general cleaning to ensure all areas always appear professional. Provides general support to the LJC Manger or LJC Maintenance Technician upon request.

Reporting to LJC Manager, responsibilities will include:

Performs minor landscaping tasks including:

- Pulling weeds.
- Moving and disposing of fallen branches.
- Spreading bark chips.
- Other landscaping tasks requested by the LJC Manager.
- LJC facility laundry which includes sheets, blankets, bath and kitchen towels, bathmats, etc.
- Clean windows and screens and other general cleaning tasks.
- Clear walking paths of debris.
- Clean air vents in all buildings.
- Clean mechanical rooms.
- Clean carpets in all buildings.
- Maintain trash receptacles located throughout the property (indoors and outdoors).
- Pick up loose trash, debris, and disposing of it appropriately.
- Pressure wash sidewalks and perform occasional, light outdoor painting.
- Clean catch basins.
- Ensures cleaning supplies are stored/disposed of according to safety guidelines.
- Assist with property emergencies, such as inclement weather emergencies.
- Clearly and immediately report any maintenance and/or life safety issues identified while performing regular assigned duties.
- Performs additional cleaning tasks/projects as requested by the LJC Manager.

Aids the LJC Manager and LJC Maintenance Technician as requested which may include:

- Setting up and cleaning conference room for events.
- Jobs that require tall ladders, or additional support to the LJC Maintenance Technician for ad hoc jobs.
- Moving heavy objects (appliances, doors, ladders, etc.).
- Provide ad hoc on call support as requested by the LJC Manager.

Requirements

- Three to five years cleaning, light maintenance experience.
- High school diploma or equivalent.
- Ability read, write, and understand English.
- Good interpersonal skills and a solid work ethic.
- Ability to work under minimal to moderate supervision.
- Valid Oregon Driver's License.

Physical Requirements

- Ability to lift, push and pull up to 50 pounds, and other general physical requirements as expected in general cleaning/maintenance processes including:
- Prolonged periods standing and walking throughout facilities.
 - Must be able to bend, lift, stretch, climb, navigate uneven surfaces, walk up hills, climb stairs, and crawl to maintain equipment and buildings.
 - Hearing and visual ability to observe and detect signs of emergency.
 - Ability to use standard maintenance and cleaning equipment.
 - Must be able to perform work in a variety of weather conditions.

Requirements and Application Procedure

This is a non-exempt, part-time position (on-site) based in Portland, Oregon.

Schedule is 16 hours per week, preferably Monday/Thursday, or 4 days/week 4 hours/day

Compensation is \$20 per hour.

Benefits: Sick time based on part-time accrual.

Applicants must submit a cover letter and resume to **UWEjobs@jesuits.org**

Review of applicants for employment will begin immediately.

Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.