

Catholic Charities
Diocese of St. Petersburg, Inc.

Employment Opportunity Posting

Date: 09/16/2024

Position Title: General Maintenance Worker I / Janitor

Supervisor: Housing Manager

Program: HUD 202 – San Lorenzo Terrace I

Location: Tampa

Work Schedule: Mon – Fri 8am to 5pm

Job Classification: Full-Time Nonexempt

Pay Rate: \$17.50

Starting Date: ASAP

Description: Assume the overall Janitorial duties of the maintenance department regarding the day-to-day, recurring, periodic or scheduled regular tasks. To preserve or restore the equipment or facility in such condition that they may be effectively utilized for their designated purposes and satisfy Regulatory Agencies, Management, Residents and Owners. The Janitorial-Housekeeping position is responsible for keeping the property in a safe condition and adhering to safety standards and operating equipment in a safe and responsible manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The primary responsibility is to keep the facility's interior common areas clean and in orderly condition daily by sweeping and mopping floors, dusting and polish furniture, cleaning glass windows, and emptying trash containers.
- Moving dumpsters for trash removal and cleaning trash rooms.
- Overall cleaning of vacant apartments.
- Setting up tables and chairs in community room for activities.
- Other duties may include assisting Maintenance Worker II in performing maintenance activities on an as needed basis especially during apartment turnovers.

Other Responsibilities:

- Complies with all applicable training requirements.
- Complies with all company safety, personnel and operational policies and procedures.
- Complies with work schedule to ensure effective operations of Agency programs.

- Contributes positively as a member of a productive and cooperative team.
- Participates in Agency Performance Quality Improvement (/PQI) program and Accreditation/Reaccreditation process.
- Performs other duties as necessary to fulfill Catholic Charities Diocese of St Petersburg, Inc Mission.

Required Knowledge, Skills and Abilities:

- Able to speak, write and understand English.
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups.
- Flexible work schedule including evenings, nights, weekends and holidays.
- Ability to set appropriate limits, work under deadlines and multi-task.
- Ability to organize, prioritize, self motivate, and deliver results.
- Excellent communication and listening skills.
- Possess strong work ethics.
- Successfully pass a FDLE Level II background screening.
- Valid Florida driver's license, ability to drive van or bus and have reliable transportation.
- Mission driven attitude supplemented with integrity and passion.
- Adherence to the highest ethical standards, personally and professionally.
- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance.
- Evidence of deep alignment with Catholic Charities Diocese of St Petersburg, Inc Mission and Values.
- Will make a Commitment to serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

Education & Experience:

- Minimum of High School Diploma or GED from an institution accredited by the Department of Education.
- 1-year experience in a janitorial/housekeeping position.
- Experience in routine maintenance activities.
- Bilingual fluency in English and Spanish preferred but not required.

It is the policy of Catholic Charities to make every effort to fill position vacancies from within our organization. The Agency may also conduct simultaneous searches for job candidates outside of Catholic Charities while the vacant position is posted in order to find the most qualified candidate for the position. Catholic Charities is an Equal Opportunity Employer that values the strength diversity brings to the workplace. EEO/AA/ADA Employer.

Catholic Charities participates in the US E-Verify program.