



Phinney Neighborhood Association
On-Call Assistant Custodian Job Announcement
April 27, 2017

Position Overview

The Phinney Neighborhood Association is seeking an experienced custodian with some flexibility in their schedule. This part-time position reports to the Head Custodian and is part of the Facilities Department team, caring for the buildings that make up the PNA. This is an essential position that supports our community and renters by making sure that rooms, restrooms, halls, grounds, and classrooms are in clean, working condition for our long-term and short-term renters, preschools, and outside classes. The position is on-call, to cover vacations and short-notice substitutions at our four sites located in Phinney, Greenwood, and Ballard. Hours will vary depending on work load and vacation calendar.

About the Phinney Neighborhood Association

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary, a hot meal program, programs for seniors, including the Greenwood Senior Center, PNA Village, a Community Technology Center, an art gallery, a tool lending library, a community education program, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmer's market and weekly contra dancing and folk music concerts. PNA serves over 20,000 people each year, has 75 staff, 1,500 volunteers, and an annual budget of \$2.9 million.

Essential Responsibilities

- Performing janitorial work, including floor care, sweeping, mopping, and vacuuming
- Cleaning restrooms, emptying trash, and restocking paper towels and toilet paper
- Cleaning tables and counters, dusting and edging, cleaning and dusting of computers
- Completing additional duties as assigned—depending on experience, these may include special projects for repair, upholstery cleaning, painting, floor stripping and waxing, carpentry, floor sanding and refinishing

Qualifications

- At least one year of previous successful experience in custodial services
- Able to perform physical activities, such as but not limited to, unassisted lifting and carrying heavy items (up to 25 lbs. regularly, and 50 lbs. occasionally), bending, standing, and climbing stairs
- Able to work safely in an environment containing chemicals, cleaning materials, dust, and noise
- Able to work independently and as part of a team
- Able and willing to work outdoors at times under inclement weather conditions
- Attention to detail, good communication skills, and ability to pass a complete background check
- Excellent decision making and critical thinking skills

Compensation

This part time position pays \$16.25 per hour. Benefits include: 401(k) plan with employer match; and a free PNA household membership with reduced costs for classes and room rentals. We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants

representing the diversity of our community are encouraged to apply.

To Apply

Please submit an employment application, available online at

http://phinneycenter.org/jobs/PNA_Employment_Application.docx, either by email to hr@phinneycenter.org or by mail to 6532 Phinney Ave N, Seattle, WA 98103. Position open until filled.

Questions can be directed to Tom Dial, Head Custodian, at tomd@phinneycenter.org