



Changing lives
Building communities
Creating opportunities

Central City Concern is a non-profit social service and housing agency whose mission is to provide comprehensive solutions to ending homelessness and achieving self-sufficiency. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

JOB ANNOUNCEMENT

TITLE: Janitor Trainee – 100% Temporary Position (6 Months)
DEPARTMENT: Clean & Safe – Business Enterprises
REPRESENTED: No
REPORTS TO: Clean & Safe Program Manager
WAGE: \$8.80/Hour
SHIFT: Days and Hours to Vary

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Cleaning sidewalks, removing debris from sidewalk to curbside.
2. Cleaning bus malls, graffiti removal, clearing street drains of debris and racking leaves.
3. Cleaning tasks to include such activities as sweeping, litter picking, raking and graffiti removal.
4. Emptying trash receptacles.
5. Positive participation in Job Readiness Program and Classes. Including completing class assignments, coaching meetings, and job search tasks.
6. Perform other duties as assigned.

SKILLS AND ABILITIES:

1. Ability to use cleaning agents such as soap, polish, disinfectants, etc.
2. Ability to walk, bend, stoop, lift and carry up to 50 pounds.
3. Ability to do overhead work.
4. Ability to learn the proper use of cleaning equipment and supplies.
5. Ability to communicate in English, both orally and in writing.
6. Ability to comprehend and apply written and oral instruction.

MINIMUM QUALIFICATIONS:

1. Must be able to work individually or with a group.
2. Must pass pre-employment drug screen, TB test and background check.
3. If a recovering chemically dependent person, must currently be clean and sober.
4. Sufficient manual dexterity and physical ability to perform duties.
5. Must be able to work in all adverse weather conditions including but not limited to rain, wind, heat, cold, snow and ice.
6. Must generally have the ability to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects and climb stairs, with reasonable or no accommodation.
7. Must adhere to agency's non-discrimination policies.
8. Must be able to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliation, cultural backgrounds, life-styles and sexual orientations and treat individuals with respect and dignity.

APPLICATION PROCEDURE:

Qualified applicants **must** submit a Central City Concern employment application to be considered for this position which can be obtained at **www.centralcityconcern.org**. Applicants may include a cover letter and resume. Apply by mail or fax (503-445-8089), or in person at Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209. Application email: jobs@ccconcern.org. Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at www.centralcityconcern.org.

Date Open: 9-18-07 (Revised 2-2-12)

Date Closed: Until Filled

EQUAL OPPORTUNITY EMPLOYER

Reference # 07-190