



Job Announcement: Part Time Janitor

The Northwest Maritime Center is looking for a Part Time Janitor to take care of our building and carry out daily cleaning, light maintenance and security duties. Our goal is to keep our building in a clean and orderly condition, while maintaining a safe and secure environment for our guests and employees.

Primary Responsibilities:

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, pressure washing, restroom cleaning etc.).
- Perform and document routine inspection and maintenance activities.
- Carry out heavy cleansing tasks and special projects.
- Notify management of occurring deficiencies or needs for repairs.
- Make adjustments and minor repairs.
- Curb trash and recycling weekly.
- Stock and maintain supply rooms.
- Cooperate and communicate with fellow staff members.
- Complete all work orders in a timely manner as assigned using work order software.
- Follow all health and safety regulations.

Desired qualifications:

1. Proven working experience as a janitor or related position, e.g. custodial, porter, maintenance, housekeeping.
2. Ability to handle heavy equipment and machinery such as industrial floor buffers, carpet cleaners, power washers.
3. Knowledge of cleaning chemicals and supplies.
4. Willingness to work outside inclement weather from time to time.
5. Familiarity with Material Safety Data Sheets.
6. Integrity and ability to work independently while sticking to a set work schedule.
7. Be a team player.
8. High school degree preferred.

Position is part-time, weekends required.

Offices are at 431 Water St., Port Townsend WA 98368

POSITION TITLE: Part Time Janitor REPORTS TO: **Facility Manager**

Wage: **Non Exempt—DOQ**

10-20 hours /week.

Please send resume and cover letter to: jeff@nwmaritime.org