

21 Acres Center for Local Food & Sustainable Living

Visit Us Online: www.21acres.org 13701 NE 171ST ST. Woodinville, WA 98072

JOB ANNOUNCEMENT: FACILITIES CUSTODIAL SPECIALIST

Reports To: Facilities Manager; Salary Range: \$17 - \$22/DOE; Workweek: Tuesday– Saturday

This is a part-time position. With potential to customize hours, it may be perfect for a student or parent with child in school. For the right person, this position could be full-time.

Who Are We?

21 Acres is a dynamic non-profit educational organization on a campus located in Woodinville, Washington. Our work focuses on supporting and encouraging efforts to build a strong local food system, and we enjoy our jobs in one of the first LEED Platinum certified buildings in the Seattle area. Our staff takes great pride in making mindful choices in everything we do: how we go about conducting learning activities, the way in which we farm, the decisions surrounding what our market sells, and the choices behind food preparation in the kitchen and the way we keep the building clean. We are hyper-vigilant when it comes to the three pillars of sustainability and attempt to enact these across the campus.

What is the Opportunity?

Do you need a job to fill the time between your college classes or after the kids go off to school and before they get home? Do you have experience and expertise with a wide array of custodial skills and enjoy working in a healthy environment with a mix of indoor and outdoor duties? Do you enjoy food, farms and education, with a desire to work and contribute in a friendly environment centered on all of these? Do you want great colleagues and benefits which include sick leave and vacation/holiday pay as well as farm market discounts & perks? If so, you have found your job! 21 Acres is looking for a skilled custodian to join our facilities team for a part-time* position (Tuesday through Saturday) requiring basic to advanced green-cleaning knowledge. (*Note – For the right person, this could be crafted as a full-time position with days/hours to be determined.)

Regular Duties Day-to-Day on Campus:

- Maintain excellent cleanliness and appearance of the interior and exterior of the facility using established “green cleaning” methods. Interior includes lobby, event spaces, kitchen, market, restrooms, shower, storage areas, mechanical room. Exterior includes porches, terrace, sidewalks, stairways, driveway, loading dock, and areas up to 25 feet in height.
- Maintain and clean floors, walls, windows, fixtures and furniture in the main building, and occasionally in outbuildings. This includes dusting, washing, wiping, sweeping, scrubbing, sanitizing, vacuuming as well as cleaning ceilings, cabinets, tables, chairs, columns, sills, stairs, cracks and crevices; other items/areas/tasks as assigned which may include appearance and cleanliness of company vehicles.
- Work alone in early or late hours, but also have contact with staff, event guests, and general public where you may be asked to share your green-cleaning expertise.
- Know and use PPE where indicated.
- Collect, transport and properly dispose of all compost, trash and recycling as assigned.

- Move furniture, equipment and supplies as required for cleaning or event preparation.
- Stock and order maintenance and cleaning supplies.
- Pressure wash outside areas, mats, and refuse cans.
- Report mechanical malfunctions and damage or hazards to buildings and grounds.
- Change and recycle batteries as needed.
- Prepare written reports, and enter data as needed.
- Maintain all equipment and supplies (e.g. brooms, cleaning supplies, trash cans, and ensure cleaning supplies are stored safely in appropriate areas after use.
- Protect company assets by establishing and adhering to security standards (this includes: locking doors, closing windows, turning off lights, exhaust fans and other equipment, adjust thermostats, setting alarms, etc.).
- Perform occasional light-duty grounds keeping tasks such as raking, weeding, or leaf blowing; may include snow removal.
- Build effective working relationships with individuals inside and outside the organization.
- Exhibit regular and timely attendance, with ability to accommodate occasional irregular/event-driven work hours.
- Supervise volunteers and/or interns.
- Other duties as assigned.

What Are We Looking For?

You must have some experience in and/or ability to:

- Two+ years of experience and/or training in custodial, or a related service industry; willingness to obtain further training as may be deemed necessary.
- Work with minimal supervision and as part of a team, follow directions, have self-discipline, self-motivation, and produce quality work while demonstrating a neat and professional appearance.
- Able to understand, read, write and speak English as well as have basic computer skills for critical communication; must have the confidence and ability to communicate your job essentials and develop reports or summaries as necessary.
- Physical ability to do required work, take initiative to improve established routines, and willingness to learn new tasks as necessary.
- Understand and demonstrate the importance of researching and using non-toxic alternatives, as well as safe handling of any cleaning agents.
- Know and meet all safety standards. Demonstrate proper bending and lifting techniques to ensure your health and safety as well as safety of others around you. Safely operate hand tools and assigned power equipment as well as handle fragile items carefully.
- Willing to flex your hours as may be needed for events, and/or stay until the job is done.
- Ability to use a ladder to heights of 25 feet.
- Knowledge, enthusiasm, and representation of the sustainability lifestyle and act in accordance with the mission statement and organizational values.
- Cheerful willingness to work in a sometimes hectic or chaotic work environment and be adaptable to change (a sense of humor is quite helpful).

- Must pass Washington State Background check and have clean driving record.

What Can You Expect?

21 Acres is a collaborative work environment of vibrant, passionate people with doors thrown open to greet and educate our community. No two days are the same on our campus!

Working Conditions

The 21 Acres facility is a LEED Platinum certified building that facilitates a learning environment for sustainable and regenerative living. Tours and general work involve maneuvering over unpaved and uneven grounds, some of which is farmland. The work environment has a moderate to high noise level. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position frequently involves mobility between first and second floors, and the outdoors; reaching, bending, grasping, lifting, pulling, pushing, standing, kneeling, squatting and twisting; ability to lift and carry items up to 50 lbs.

Equal Opportunity Employer

As an equal opportunity employer, 21 Acres is committed to the recruitment, retention and development of a diverse, multi-cultural work environment. 21 Acres does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, national origin, disability, or sexual orientation.

How Do I Apply?

Apply Correctly! The following Application Materials **MUST** be in **one** PDF document; incorrect formatting may exclude your resume from consideration.

- A detailed cover letter in which you explain how you meet the position requirements and what aspect of a LEED building you will most look forward to working on and/or learning more about, and about your favorite green-cleaning product or cleaning hack.
- Your chronological resume including relevant work experience, skills and education.
- The names and contact information for two professional references in your resume.

Qualified Candidates will be contacted for an initial phone interview. Send PDF document to: Deb Sternagel, HR Manager, deb@21acres.org

Position open until we have found the perfect candidate.