

## CENTRAL CITY HOSPITALITY HOUSE

### JOB ANNOUNCEMENT

**TITLE:** Substitute Janitor  
**REPORTS TO:** Deputy Director of Operations  
**COMPENSATION:** \$17.90/hour  
**STATUS:** On-Call, non-exempt, non-union position  
**DEADLINE:** Open until filled.

#### **ORGANIZATION DESCRIPTION:**

Founded in 1967, Central City Hospitality House is a progressive, community-based organization located in San Francisco's Tenderloin neighborhood that provides opportunities and resources for personal growth and self-determination to homeless people and neighborhood residents. Our mission is to build community strength by advocating policies and rendering services which foster self-sufficiency and cultural enrichment. We use a peer-based approach and encourage participation from our constituents on various levels of decision-making and service-delivery.

Hospitality House has six integrated programs at four locations in our core neighborhoods. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are two behavioral health-based community centers that provide emergency and support services, benefits advocacy, housing referrals and access to individual therapy using a low-threshold, peer-based, self-help model. Together, these centers reach thousands of community residents every year. The Shelter Program is a small men's congregate emergency shelter that provides one-on-one case management and advocacy, daily meals, and wellness support for up to 22 men each night. The Community Arts Program is the City's only free fine arts studio for low-income artists offering skills workshops for artists to hone their talents, open studio hours, ceramics, silk-screening, and other classes, with gallery & exhibition space for artists to sell their work – and keep 100% of the proceeds. The Community Building Program includes weekly support groups, volunteer opportunities, civic engagement activities, and the Healing, Organizing & Leadership Development Program, featuring trauma-informed healing and activism for community residents. The Employment Program offers job readiness and barrier removal services, job training resources, and vocational assessment, and job fairs and placement assistance through two neighborhood-based resource centers.

#### **POSITION DESCRIPTION:**

The Substitute Janitor will be responsible for the cleanliness, physical appearance, and working order of the organization's facilities and outdoor areas. He or she will be responsible for minor repairs and maintenance within the facilities and will assure that all equipment and fixtures are in good working order. When necessary and with supervisory approval, the Substitute Janitor will arrange for the contracting of necessary major repairs. The Substitute Janitor will be the main point of contact in assuring the prompt disposal of trash, recyclables, and compostables. The Substitute Janitor will evaluate the safety concerns within the facilities, including steps/handrails, smoke/fire extinguishers, fire escapes, exit signs, etc. In addition, he or she will be responsible for maintaining an inventory of supplies and for arranging routine delivery of necessary supplies to the facilities. There will be a high level of expectation placed on thorough cleanliness and upkeep of facilities, particularly program restrooms and high-traffic areas.

#### **QUALIFICATIONS:**

- At least 1 year experience as a Janitor with a comprehensive knowledge of cleaning products and their applications.
- Prior experience with maintaining facilities, performing minor repairs, and assuring that equipment and fixtures are in good working condition. Knowledge of basic repair procedures.
- Ability to physically perform necessary Substitute Janitorial and maintenance duties; ability to lift 30 pounds.
- Excellent documentation, coordination, and organizational skills.
- Must be reliable, able to multi-task, attentive to detail, patient and conscientious.
- Previous personal experience with poverty, homelessness, mental illness, and/or substance use issues preferred.
- Professional, hospitable demeanor and commitment to treating participants with the utmost dignity and respect.
- Ability to maintain professional relationships with staff, participants, and guests of the agency.
- Ability to work a flexible schedule.

**Hospitality House is an equal opportunity employer.** We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, gender, sexual orientation, gender identity, national origin, religion, marital status, medical condition as defined under State law, disability, military service, pregnancy, childbirth and related medical conditions or

any other classification protected by federal, state, and/or local laws and ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

**RESUME & COVER LETTER TO:**

Central City Hospitality House/Substitute Janitor Search  
290 Turk Street  
San Francisco, CA 94102  
or [personnel@hospitalityhouse.org](mailto:personnel@hospitalityhouse.org)