

# Uplift Northwest

## Building Custodian

### Overview of Uplift Northwest:

Uplift Northwest, the go-to temporary staffing and support services organization, proudly serving the greater Seattle area for 100 years, is looking for a person to be the Building Custodian. Uplift Northwest is a nonprofit organization whose temporary staffing agency helps to further our mission of guiding people on their path to self-sufficiency by providing employment and job readiness services. Uplift Northwest is committed to serving men and women who are experiencing homelessness and living in poverty with supportive services and skills training in high-demand jobs. Each year, over 500 men and women are placed in jobs with over 800 employers in the greater Seattle area in a wide variety of industry sectors.

### About the Position:

Uplift Northwest is hiring a Building Custodian to keep our two buildings and work spaces clean and in top notch condition. Located in the Belltown neighborhood of Seattle, Uplift Northwest has a small office building and two floors of dormitory story housing. For these two buildings, the Custodian will inspect different equipment and perform any basic repairs or preventative maintenance when required. To do well in this role you should have previous experience in maintenance, be skilled with various hand and power tools, and be able to read repair instructions.

### Building Custodian Responsibilities:

- Keeping the building safe and clean at all times.
- Conducting routine inspections of premises and equipment.
- Performing preventative maintenance.
- Handling basic repairs and maintenance.
- Overseeing contractors when professional repairs are necessary.
- Diagnosing mechanical issues and correcting them.
- Repairing machines, equipment, or structures as necessary.
- Order supplies to maintain the building.
- Keep activities and expenses within budget.
- Other activities as assigned

### Building Custodian Knowledge and Skills:

- Proven maintenance experience
- High school diploma or general education degree (GED) or equivalent experience
- Skilled in the use of hand and power tools.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to check repair manuals, or parts catalogs as necessary.

- Ability to use common tools such as hammers, hoists, saws, drills, and wrenches.
- Experience with precision measuring instruments or electronic testing devices.
- Experience performing routine maintenance.
- Strong organizational and follow up skills.
- Eye for detail.
- Professional presentation and attitude.
- Ability to maintain focus while working individually.
- Strong time management skills.
- Excellent customer service skills
- Ability to work effectively both independently and as a member of a team
- Ability to work comfortably with individuals from various backgrounds

### **Salary and Benefits**

- Salary will be competitive and consistent with the candidate's experience and other qualifications, in the range of \$17 to \$21 an hour
- Uplift Northwest offers a benefits package that includes paid vacation; holidays; sick time; parking or bus pass; health insurance (after 30 days) that includes 100% payment of medical, dental, and vision; a 403(b) retirement with contribution match from Uplift Northwest ( conditions apply to the match and will be reviewed upon hire).

### **Hours**

The Building Custodian is an hourly position, based on a 40-hour work week, Monday through Friday. Some weekends, evenings, or holiday work may occur.

**Please submit cover letter and resume** to [christiner@upliftnw.org](mailto:christiner@upliftnw.org). In the email's subject line, put Building Custodian Applicant; or mail to Uplift Northwest, 2515 Western Avenue, Seattle, WA, 98121, Attention Christine R.