



POSITION TITLE: Janitor/Building Assistant – Residential Department

REVISED: May 1, 2024

GRADE: Union

FLSA Status: Non- Exempt/ Full Time

REPORTS TO: Residential Portfolio Manager

Position Summary:

Excellent opportunity in a 348 unit apartment complex consisting of affordable, tax credit market rate, and SRO housing units. Seeking a dependable, responsible, open and honest self-motivated person who is committed to our common goals and working in the residential department. Must be a good communicator able to follow directions and perform assignments in a timely and accurate manner. Be a team player and committed to improving the workplace at Pike Place Market.

Duties include but are not limited to assisting the Residential Property Manager in the day-to-day operations of maintaining the buildings. Must perform routine cleaning of vacant units, apartment turnovers, common areas, and grounds work. Ability to lift 25 pounds, moving furniture passing out flyers, residential notices, and to make minor apartment repairs.

Responsibilities:

- Cleaning of vacant unit, common areas and public areas including Residential Managers Office
- Collect and empty all refuse containers and recycle bins
- Vacuum common areas and specific rooms as assigned
- Sweep and mop hard surface floors as well as periodically help with stripping and waxing of floors
- Assist with moving and rearranging furniture
- Maintains inventory of cleaning supplies
- Assist with minor apartment repairs
- Work directly with maintenance staff on vacant units /punch list/final cleaning
- Cleans and polishes lighting fixtures, windows

Qualifications:

- Must have a sense of humor and appreciation for the human condition.
- Ability to work well with diverse personality types and chemically-dependent a plus.

Work Environment/Physical Demands:

Work is performed in an office setting which is non-smoking, not air-conditioned or filtered, and subject to temperature variances due to western exposure and non-centralized heating system. Work environment is fast-paced and requires the ability to work under pressure. Job requires individual possess clear vision and hearing, able to walk long distances, climb stairs, crawl into small spaces, effectively use a 10-key calculator, operate a telephone, and lift up to ten pounds.

Application Procedure:

Submit resume, and Cover letter in one of the following manners: Fax to (206) 625-0646, email to hr@pikeplacemarket.org or by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, and Seattle, WA 98101. You can also submit your resume via indeed.com and pikeplacemarket.org. The position will be opened until filled.

Salary Scale: Scale placement is DOE and qualifications

Min \$20.52 Mid \$21.67 Max \$23.40

Benefits: Medical, Dental, Vision, Life insurance, Disability, EAP, Pension

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.