



Position: Maintenance (Flexible Schedule)
Department: Facilities
Reports to: Maintenance Supervisor
Salary: \$12.25/hr
Status: 100%, Full Time, Non-Exempt, Union
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan.

JOB SUMMARY: Responsible for routine janitorial work at three of the LA LGBT Center's locations.

ESSENTIAL FUNCTIONS:

- 1) Perform all daily routine janitorial work, including; removal of trash from offices, meeting rooms, etc., mop, vacuum, dust and clean glass as needed; restock bathroom supplies; police parking lot and sidewalk for trash; buffing floors
- 2) Assure that planters, parking lots and all exterior perimeter areas are free of trash;
- 3) Set up meeting rooms for conferences as needed;
- 4) Preparation of supply checklist for ordering of supplies; take inventory of supplies;
- 5) Follow and perform your Maintenance Cleaning Schedule which is assigned daily (schedules may change based on the number of staff on duty and specific location);
- 6) Responsible for reporting any hazardous condition(s) to management as well as any system malfunction (i.e. plumbing, electrical problems, etc.);
- 7) Responsible for attending meetings as assigned;
- 8) Participate in special events and other departmental and agency activities as requested;
- 9) Must be available to cover shifts at all locations (The McDonald Wright Building, The Village and Highland Annex) to relieve staff during approved vacations, personal leave and call outs;
- 10) Attend trainings required and relevant to the position.
- 11) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Minimum of 1 year experience working in office setting and medical facility;
- 2) Demonstrated ability to work successfully with minimal supervision;
- 3) Must be able to communicate and understand the English language;
- 4) Reliable transportation.
- 5) Available to work at all three locations (The McDonald Wright Building, The Village, and Highland Annex) to relieve staff during approved vacation, personal leave and call outs.
- 6) Ability to work effectively with people of diverse races, ethnicities, ages, and sexual orientations in a multicultural environment.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028