



## JOB DESCRIPTION

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

<b>JOB TITLE:</b>	<b>Janitorial/Property Manager</b>
<b>REPORTS TO:</b>	<b>Program Manager</b>
<b>EMPLOYMENT STATUS:</b>	Non-Exempt
<b>TIME COMMITMENT:</b>	Full-time
<b>BARGAINING UNIT:</b>	Local Union #1991, IUPAT, AFL-CIO
<b>STARTING SALARY:</b>	\$70,000.00

### ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

### POSITION DESCRIPTION

The *Janitorial/Property Manager* at Washington Inn, supports the Program Manager in overseeing the daily operations of an operate BRIDGE (Interim) housing to address immediate and sustainable housing needs of people experiencing homelessness who have serious behavioural health conditions, including SMI (serious mental illness) and/or SUD (substance use disorder). The *Assistant Property Manager* ensures the smooth operation of the facility, assists residents, takes care of the property, and carries out cleaning, maintenance and security duties.

#### Essential Functions (Key Duties and Responsibilities):

##### Property Maintenance and Operations:

- Conduct regular inspections of units and common areas to ensure cleanliness, safety, and maintenance standards are met.
- Perform preventative maintenance and basic repairs as needed.

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them
- Clean windows and mirrors
- Clean and supply restrooms
- Remove waste and empty trash
- Maintain cleaning chart indicating areas that were cleaned and inspected
- Replenish cleaning and maintenance supplies
- Organize janitorial storage areas
- Notify supervisors about unsafe conditions or concerning the need for repairs or maintenance
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Steam-clean carpets.
- Use cleaning solutions to remove stains and clean surfaces.
- Mix various cleaning agents.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture and scrub surfaces clean.
- Clean and service restrooms with mops and disinfectants.
- Mow lawns, trim shrubbery, plant flowers, and apply pesticides.
- Move heavy equipment and furniture.
- Identify and report possible repairs.
- Fix minor plumbing leaks.
- Shovel snow from sidewalks and sprinkle salt on surface.
- Spray insecticides and fumigants to prevent insect and rodent infestation.
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- Assist in managing community buildings, dining space, meeting rooms, laundry room, and resident storage.
- Ensure compliance with ADA and other accessibility requirements.
- Prepare units for new residents promptly after vacancies, ensuring they meet all safety and cleanliness standards.
- Provide intentional oversight of operations of the property, actively responding to the needs of the property.
- Coordinate activities for residents, working with the resident council to ensure their needs are met.

**Safety and Security:**

- Ensure the security of the property, including monitoring entry and exit points.
- Respond to emergencies and incidents according to established protocols.
- Maintain a safe environment by addressing any safety hazards promptly.

**Property Management:**

- Work under the direction and supervision of the BOSS Program Manager.
- Collaborate with BOSS's Operations Team to ensure Washington Inn meets health and safety codes and is maintained in good repair and condition.
- Respond promptly to staff requests to address facility needs

**Resident Relations:**

- Address resident concerns and inquiries promptly and professionally.
- Foster a supportive and respectful community environment.
- Monitor resident compliance with program rules and regulations.

## **Additional Clause**

**Flexibility and Adaptation:** BOSS reserves the right to modify or update job descriptions based on program needs and organizational developments. This flexibility ensures that the organization can respond effectively to changes in the environment, funding requirements, and community needs, ensuring that our programs remain relevant, effective, and aligned with our mission.

### ***Qualifications:***

- High school diploma or equivalent; additional education or certification in property management, social work, or a related field is preferred.
- Previous experience in property management, supportive housing, or a related field is highly desirable.
- Strong interpersonal and communication skills.
- Ability to manage multiple tasks and prioritize effectively.
- Knowledge of ADA and other accessibility requirements.
- Proficiency in using property management software G-Suite and Microsoft Office.
- Commitment to the mission of providing supportive housing to formerly homeless individuals.

### **Physical Requirements:**

- Ability to lift or move equipment, furniture, and materials (up to 50 lbs).
- Ability to perform physical activities such as walking, standing, and climbing stairs.

### **Other expectations:**

- Access to a reliable vehicle, insurance, current CA driver's license & good driving record.
- Certification in CPR/First Aid.

### **LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

### **MATHEMATICAL SKILLS:**

College level mathematical skills required.

### **REASONING ABILITY:**

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem solving techniques.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

### **MENTAL DEMANDS:**

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

**CONCLUSION:**

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We invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

*Black, Indigenous, People of Color, and individuals with lived experience are highly encouraged to apply!*

**Send resume and cover letter to:**

[hrjobs@self-sufficiency.org](mailto:hrjobs@self-sufficiency.org)