ZHAWENIMIN HARM REDUCTION CENTER JOB VACANCY

JOB TITLE:	CUSTODIAN
POSITION TYPE:	FULL-TIME/PART-TIME ESSENTIAL SCHEDULES
SALARY RANGE:	$20.00 HOURLY, COMMENSURATE WITH EXPERIENCE
BENEFITS PACKAGE:	MEDICAL, DENTAL, VISION, LIFE INSURANCE, PTO, SHORT TERM DISABILITY, 401K, PAID HOLIDAYS
REPORTS TO:	FACILITIES MANAGER
OPEN UNTIL:	UNTIL FILLED

ORGANIZATION

The Zhawenimin Harm Reduction Center (ZHRC) is committed to helping all individuals experiencing homelessness with access to medical, mental health, substance use support, and resources to find permanent supportive housing.

Zhawenimin Harm Reduction Center (ZHRC) is a 57 bed congregate homeless shelter located on the beautiful shores of Lower Red Lake in Northern Minnesota, serving clients in need of chemical, behavioral, and physical health services. ZHRC's mission is to increase well-being through recovery while working to end homelessness. Our vision is communities free from health and economic inequities. We are committed to undoing racism and reducing disparities experienced by the relatives we serve. By providing integrated mental, chemical and cultural health services, housing and housing supports, ZHRC helps individuals overcome personal and systemic barriers to stability, economic advancement, and health.

SUMMARY

As a Custodian you will help main clean a workspace, warehouse or similar space. You'll be part of the custodial team responsible for the daily cleaning and upkeep of the building, grounds, and equipment while supporting safety and emergency procedures. This task is broken down into several duties performed throughout the day or at other regular intervals, such as. Primarily keep a building clean and tidy through daily sanitization and monthly or quarterly deep cleanings. A custodian maintains your company's building for the safety and comfort of employees, clients and guests.

ESSENTIAL RESPONSIBILITIES & DUTIES ON-SITE

- Inspecting buildings and grounds to ensure compliance with safety and accessibility codes
- Cleaning wood, linoleum, tile and other floors, & Shampooing rugs and carpets

- Attend in weekly team meetings to discuss program facilities needs or updates, cultural teachings and trainings and other trainings as indicated.
- Cleaning floors, windows, mirrors, walls and other frequently used surfaces
- Sanitizing bathrooms and other areas, such as classrooms or office workspaces
- Restocking essential facility supplies, such as toilet paper and hand soap
- Performing minor repairs, such as replacing light bulbs or tightening handrails

 Note: Zhawenimin Harm Reduction Center (ZHRC) considers this position a mandated reporter of abuse.

- Keeping janitorial equipment, such as floor buffers and vacuums, in good condition
- Securing a facility once maintenance tasks are complete
- Familiarity with common cleaning solutions, cleaning equipment and sanitizing best practices, such as using Environmental Protection Agency (EPA)-registered disinfectants and letting them sit for the appropriate time
- Keen understanding of safety and health regulations that align with the Centers for Disease Control and Prevention (CDC) protocols
- Ability to react swiftly and calmly to urgent cleaning needs
- Comfort handling waste management tasks, including emptying trash and dealing with potential biohazards
- Ability to handle a long workday that includes bending, reaching, moving heavy objects and performing other potentially strenuous tasks
- Strong problem-solving skills to help resolve repairs
- Essential Snow removal duties
- Able to lift +50 pounds
- Follow organizational safety, security concerns, confidential and HIPAA requirements
- Other duties as assigned

QUALIFICATIONS

EDUCATION: Must have a High School or General Education Diploma (G.E.D) required.

WORK EXPERIENCE

- Minimum of one year of cleaning experience
- Knowledge of cleaning materials, chemicals, equipment, and procedures
- Familiarity with universal precautions and biohazard cleanup
- Ability to follow safety and security procedures
- Strong time management, communication, and customer service skills
- Ability to work independently and as part of a team
- Ability to frequently lift up to 40 pounds and perform the physical duties of the position
- Ability to work occasional evenings and/or weekends as needed
- Demonstrate the ability to maintain confidentially and ethics.
- Demonstrate the ability to prioritize issues based on immediacy, urgency, and critical nature and handle complex, emergent situations.

Certificates, Licenses, Registrations

- Ability to pass criminal and background check
- Must have minimum of Two years Custodian experience and/or plumbing experience.
- Two years of cleaning experience field
- Must be 21 years of age and older
- Valid Minnesota Driver's License and proof of auto insurance
- Adult CPR and Basic First Aid
- Ability to pass drug screening and remain free from substance abuse issues during employment.

Zhawenimin Harm Reduction Center (ZHRC), provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, gender identity and/or expression, age, physical or mental disability, veteran status or other

protected classification. Zhawenimin Harm Reduction Center (ZHRC) encourages individuals with diverse backgrounds, lived experience, and/or members of the LGBTQIA2+.community to apply.

TO APPLY

Applications and copies of resumes, diplomas/certificates are being accepted at the:

Red Lake Nation Government Center – Human Resources Department
P.O Box 546
Red Lake MN, 56671
Phone: (218) 679-1847
Fax: (218) 679-4176
Shalana.lussier@redlakenation.org

Zhawenimin Harm Reduction Center
23406 North Street
Reyna Gonzalez-Lussier, Admin. Director
Reynagonzalez-rivera@redlakenation.org
(218) 398-5683