



**Community Awareness & Treatment Services, Inc.**

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**JOB ANNOUNCEMENT**

**Job Title:** TEMPORARY JANITOR (Part-time; 28 hours per week)  
**Program:** Medical Respite  
**Reports To:** Program Director and/or Shift Supervisor **Status:** Non-exempt  
**Hours:** Part-time; 28 hours per week

**JOB SUMMARY:**

The Janitor position is responsible for performing janitorial and light maintenance at CATS facilities.

**ESSENTIAL JOB FUNCTIONS:**

- Perform all scheduled and unscheduled janitorial work.
- Perform all light-duty repairs when necessary.
- Maintain security of all janitorial/maintenance supplies.
- Regularly update supervisor on inventory status of all job-related tools and supplies.
- Inform supervisor about any repair work needed in facility.
- Work cooperatively with Peer Counselors.
- Adhere to established policies and procedures.
- Training and meeting attendance.
- Other duties as assigned.

**BACKGROUND & EXPERIENCE:**

- Adequate literacy skills; reading comprehension required.
- Experience and knowledge of accepted janitorial practices.
- Experience and knowledge of routine building maintenance.
- Ability to work independently and cooperatively.
- CPR and first aid certification within 90 days of hire.

**COMPENSATION:**

\$11.03 per hour

**TO APPLY:**

Email your cover letter and resume to: [respcoord@catsinc.org](mailto:respcoord@catsinc.org) with the position title in the subject line. EMAIL IS PREFERRED. Position is open until filled.

Alternately, you may fax your materials to (415) 241-1176 or mail your materials:

Attn: Yvette Blair, Program Director  
Community Awareness & Treatment Services  
Medical Respite & Sobering Center  
1171 Mission Street  
San Francisco, CA 94103

*CATS is an Equal Opportunity Employer*