



PHC Employment Opportunities

JOBS

Janitorial Supervisor **Position number: BM-04** **Portland, OR**

Commitment and Hard Work

*The successful growth of
PHC is rooted in the
individual commitments
and efforts of our
workforce.*

*Our theme,
"Beyond Limitations,"
happens when
individuals go beyond
societal imposed
limitations, continually
improving work
performance and
delivering value to our
customers. Our continual
improvement is anchored
in quality checks of
activities and processes
and on-going training,
while honoring the work
accommodations for
diverse disabilities.*

PHC Northwest (PHC) has an **immediate need for 1 Janitorial Supervisor** to assist with managing the custodial services account at the Portland International Airport. The Supervisor will be working graveyard shifts and the weekly schedule will include weekends. All shifts will depend upon company needs. 24/7 availability is also required, in the event of an after hour emergency. Supervisors must have access to a personal vehicle. A successful candidate will have strong skills in customer service, organization, and written/verbal communication. **Come join a team of dedicated professionals who are working towards a powerful mission!**

Qualifications:

- 5 years combination education, janitorial operations, or management/supervisor experience or closely related field;
- Strong skills in business management, interpersonal, communication, and organizational;
- Must have a flexible schedule, could possibly be working outside of normal work hours and weekends on special occasions;
- Excellent customer service and problem solving skills required;
- Must have strong written/verbal communication skills;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook);
- Must be able to pass a criminal background check and relevant security clearances with city, county, and federal government;
- Must be able to pass drug test;
- Must have a reliable personal vehicle, clean driving record, and possess insurance acceptable to PHC's terms;
- Experience working with people with disabilities preferred, but not required.

Responsibilities:

- Provide direct support and training for the janitorial staff;
- Maintain communication among customers, management, and support staff;
- Conduct site inspections to ensure quality standards are met;
- Complete reports and other paperwork as required;
- Occasionally lift, carry, load up to 50lbs, when replenishing janitorial supplies;
- Stand and walk for long periods of time;
- Attend relevant meetings;
- Respond to customer complaints and concerns;
- Develop and implement work schedules;
- Maintain supply levels at the worksite;
- Resolve worksite conflicts;
- Ensure that the Project Manager is kept informed at all times;
- Have the ability to function within and apply budget constraints (FTE's and supplies);
- Carry a pager 24/7 (except prearranged situations, such as vacations);
- Other job duties as assigned.

Compensation:



Portland Habilitation Center, Inc.
5312 NE 148th Avenue
Portland, Oregon 97230
Tel: (503) 261-1266
(800) 874-7917
Fax: (503) 256-8665
TTY: (503) 408-3036

www.phcnw.com



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- Salary negotiable based on experience
- Benefits package: medical, dental, life insurance, 403b retirement, mileage reimbursement (matched at current IRS rate), flexible spending account, paid vacation, and possible housing options
(<http://www.phcnw.com/services/housing>)

Application Deadline: This position will be open until filled. PHC is looking to hire immediately.

How to apply:

Please fill out and submit a PHC employment application. Resumes are welcome as long as they are accompanied with an application. You can access a fillable PDF version of our application from our website: <http://www.phcnw.com/about-us/careers-phcnw>. Applications are also available at our office. To submit your application, e-mail your materials to the address on our website, or fax to (503) 256-8665. Applications will also be accepted by mail: 5312 NE 148th Avenue, Portland, OR 97230. When applying, please indicate Position **#BM-04** on your application.

PHC Northwest is an Affirmative Action, Equal Opportunity Employer. We are committed to cultural diversity and compliance with applicable laws. PHC encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including veteran and disability status. **Please tell us if you require a reasonable accommodation to apply for a job or to perform a job.**



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