

## Wisteria View Housing

<b>Title:</b> Weekend and Night Clerk	<b>Date Open:</b> 10/15/2021	<b>Date Closed:</b> Until filled
<b>Department/Location:</b> Wisteria View Manor 1400 S. Main St., Seattle, WA	<b>Reports to:</b> Office Manager	<b>Shift:</b> Saturday 9 AM – 6 PM
<b>Status:</b> Part Time Regular Employee	<b>FLSA:</b> Non exempt	<b>Salary Range (Hourly Rate)</b> \$16.69 / hour
<b>Program Description:</b>	Wisteria View Housing develops, owns and operates affordable housing in Seattle, Washington. Wisteria View Manor is an 86 unit apartment building located in central Seattle which serves low income seniors and disabled individuals (HUD project based Section 8).	
<b>Position Description:</b>	This is a regular (year-round) part time position.  The weekend and night clerk staffs the apartment building outside of regular weekday business hours to provide service to residents, complete assigned clerical, janitorial and maintenance tasks, monitor building systems, and respond to emergencies.	
<b>Essential Functions:</b>	<p><b><u>Duties and Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Safety &amp; Accident Prevention: Identify and address hazards following safety rules, equipment &amp; tool instruction manuals and training.</li> <li>2. Perform janitorial tasks such as cleaning (dusting, sweeping, mopping, washing, disinfecting, vacuuming, polishing, window cleaning, etc.), servicing restrooms, removing garbage/recycle/compost, repositioning dumpsters/totes, and other tasks as assigned.</li> <li>3. Monitor the building's Emergency Call System, respond to alarms, assess the situation and resolve the problem per company policy &amp; procedures. Log all ECS activities and keep management informed of ECS issues &amp; problems.</li> <li>4. Call 911 in emergencies that threaten health or safety (fire, medical, security, etc.) and coordinate with emergency responders. Trigger building wide fire alarm in cases of uncontrolled fires.</li> <li>5. Assist tenants with clearing smoke from their apartments from burnt food while preventing smoke from triggering the hallway smoke detectors.</li> <li>6. Assist maintenance staff with routine maintenance tasks, room turns, and other tasks as assigned.</li> <li>7. Respond to janitorial emergencies, i.e. accidents in public areas, wet mop spills or water leaks. Call in emergency work orders as necessary.</li> <li>8. Monitor and answer the company's emergency cell phone and take appropriate action.</li> <li>9. Office clerical work (filing, copying, data entry, answer phones, maintain logs, etc.)</li> <li>10. Assist with movement of materials to job locations</li> <li>11. Assist tenants and other staff as needed.</li> <li>12. Assist with grounds keeping &amp; landscape tasks</li> <li>13. Maintain confidentiality and security of tenant and business files in the office.</li> <li>14. Monitor building operations. Summon maintenance manager in the event of a situation requiring immediate attention such as uncontrolled water leaks, malfunction of the fire alarm system, emergency call system, and other life/safety situations and report such situations to management.</li> <li>15. Various other tasks as assigned.</li> </ol>	

<b>Job Requirements:</b>	<p><b><u>Minimum Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. High School diploma or GED.</li> <li>2. Ability to assess emergency situations, prioritize needs, and respond.</li> <li>3. Ability to read, write and verbally communicate in English, understand and follow instructions, procedures and regulations including government documentation.</li> <li>4. Ability to accurately and quickly perform mathematical calculations (add, subtract, multiply, divide, fractions, percentages) and calculator skills.</li> <li>5. Good verbal (in person and by phone), written (letters, memos, e-mail and text) and interpersonal skills.</li> <li>6. Proficient in Microsoft Windows, Excel and Word and in the use of e-mail.</li> <li>7. Good attention to detail.</li> <li>8. Ability to manage time effectively to prioritize and meet deadlines.</li> <li>9. Ability to take initiative and work independently</li> <li>10. Ability to plan and organize own work.</li> <li>11. Ability to collaborate on group projects and follow directions.</li> <li>12. Support and uphold the mission, beliefs and values of Wisteria View Housing.</li> <li>13. Strong multi-tasking abilities to handle competing deadlines.</li> <li>14. Empathy for senior citizens and the disabled.</li> <li>15. Customer service oriented.</li> <li>16. Maintain composure in the presence of a language barrier.</li> <li>17. Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations.</li> <li>18. Ability to lift up to 60 pounds and carry materials a distance of up to 150 feet.</li> <li>19. Ability/availability to occasionally work the other weekend day to cover vacation and/or sick days by other staff members.</li> <li>20. Criminal history and sex offender background checks are required prior to employment. Must have a clean record.</li> </ol> <p><b><u>Preferred Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>21. Basic knowledge of Landlord-Tenant regulations and Fair Housing.</li> <li>22. Ability to speak and understand Chinese (Mandarin, Cantonese &amp; Taishanese)</li> <li>23. Basic knowledge of first aid (current certification in first aid and CPR)</li> <li>24. Painting (interiors), carpentry, plumbing, electrical or landscape experience</li> <li>25. Basic knowledge and experience with the safe use of tools (hand &amp; power)</li> <li>26. Ability to diagnose and troubleshoot mechanical systems.</li> </ol> <p><b><u>Substitute qualifications:</u></b></p> <ol style="list-style-type: none"> <li>27. Other satisfactory combination of education, training or experience that provides the required knowledge, skills and abilities.</li> <li>28. Minors 16 years of age or older may be considered subject to: <ol style="list-style-type: none"> <li>A) being currently enrolled and in good standing in high school</li> <li>B) high school grade point average of B (3.0 on a 4 point scale) or better</li> <li>C) having parental &amp; school authorization (State form F700-002-000)</li> <li>D) exhibit qualities of maturity (wisdom to accept what cannot be changed and know when a difference can be made, humility, controls anger, face unpleasantness &amp; frustration without complaint or collapse, patience, decision making and follow through, dependability).</li> </ol> </li> </ol>
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Wisteria View Housing is an Equal Opportunity Employer.

Wisteria View Housing retains the right to change or assign other duties to this position. Please let us know if you need special accommodations to apply or interview for this position.

**APPLICATION PROCEDURE**

Send application, resume and cover letter to [HR@wisteriaview.org](mailto:HR@wisteriaview.org)