

TEMPORARY/ON-CALL JANITOR - MADRAS, OREGON

BestCare Treatment Services in Madras is recruiting for a Temporary/On-Call Janitor! This is a Full Time, Temporary position that includes a competitive benefits package, FOUR WEEKS of paid time off, NINE recognized holidays, and a retirement account option. **Starting wage for this position is \$12.00 - \$15.75/hour DOE.** This position is eligible for regular on-call work after temporary assignment is complete

BestCare Treatment Services is proud to be one of the longest-term providers of alcohol & drug rehabilitation and mental health services in the Central Oregon region. We got our start in November of 1997, thanks to a partnership between Deschutes County, State of Oregon, and St. Charles Medical Center. From a modest, singular drug rehab center, we have grown to offering residential and outpatient services in four cities in addition to the only Spanish-speaking alcohol and drug rehab facility in the state. We have helped thousands of people find the help they need in a caring and collaborative environment and we remain true to our founding mission:

To advocate and provide compassionate care in the treatment and prevention of addiction and mental illness.

As an agency, BestCare has a family feel with a supportive staff of hard-working professionals whose compassion and dedication is unmatched in our industry. They are smart, kind, innovative and strive to offer the best services available under all circumstances. Does this sound like you? If so, we invite you to join our team by applying for this exciting position.

Located in beautiful Central Oregon, about 45 minutes north of Bend, and surrounded by quaint farms and working cattle ranches, Madras, Oregon, is home to scenic river gorges, deep desert canyons, and other delightful treasures. The community is tight-knit and is known for its livability, affordability, community spirit as well as its rich mix of cultures. The surrounding landscape offers gorgeous snow-capped mountain views, fresh, clean rivers and lakes and breezy high desert plains. Madras is in close proximity to a myriad of destination locations for fun and relaxation including breath-taking Mt. Hood, world famous Smith Rocks State Park, and Cove Palisades State Park on Lake Billy Chinook just to name a few.

For a video tour of Madras, take a look at this video:

[Madras Oregon: Beyond the Windshield - YouTube](#)

If this sounds enticing, don't wait! Apply today and join the family!

Title:	Janitor
Program:	Madras Administrative Offices
Program Location:	Madras, Oregon; requires travel to other office locations
Supervisor:	Operations Coordinator
Employment Status:	Temporary Full Time/On-Call
FLSA Classification:	Non-Exempt

General Duties: The Janitor is responsible for keeping buildings in a clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, vacuuming, washing walls and glass, and removing trash. Duties include notifying management of the need for repairs and keeping areas neat and tidy. Must understand and fully adhere to the BCTS Ethics Statement and company policies.

Job Relationships:

- Reports to: Operations Coordinator
- Employees Supervised: None

Specific Duties:

- Clean offices, hallways, lounges, restrooms, break room, group rooms, stairways, and other work areas so that health standards are met
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming
- Gather and empty trash receptacles and transport trash to disposal areas
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications
- Disinfect equipment, counters, chairs, doors, dispensers, and supplies daily
- Dusts items such as blinds, furniture, file cabinets, and windowsills weekly
- Service, clean, and supply restrooms
- Monitor building to ensure occupant safety
- Lock and unlock building upon arrival and departure of shift while adhering to all property security and safety procedures
- Notify Supervisor and maintain supply list for re-ordering
- Assist in Janitorial coverage to other programs when possible/needed
- Conduct other duties as assigned by Supervisor

Minimum Requirements:

- Knowledge of standard methods, practices, tools, and equipment used to clean buildings and furniture required
- Understanding of occupational hazards and safety rules required
- Proficient in building and property security procedures
- Knowledge of the proper use of chemicals for cleaning required
- Ability to work independently with little supervision required
- Outstanding customer service skills and excellent attention to detail required
- Ability to maintain absolute confidentiality
- Ability to work within framework of standard policies and procedures
- Able and willing to travel between office locations

Tools and Equipment Used:

Must have competency in using a computer for word-processing, data base and Internet usage.
Must be able to operate usual office equipment such as fax, telephone, and photocopy machine.
Must have a current and valid Oregon Driver license.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete the application using the link below, and submit along with a cover letter, resume with personal email address for correspondence, any applicable licenses, certifications or degrees with transcripts, and contact information for three supervisory/professional references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)