



## **Bethlehem Inn Job Description**

### **Job Title: Overnight Sanitation Technician**

Reports To: Facilities Manager

FLSA Status: Hourly/Non-Exempt

Prepared Date: 04/03/2026

### **Mission & Position Summary:**

Founded in 1999, Bethlehem Inn is a community supported emergency shelter committed to providing a safe, secure and accountable environment for residents to meet basic needs and connect to community resources. Our goal is to support single adults and families in making life-affirming choices and measurable progress towards self-sufficiency. Bethlehem Inn provides emergency access to shelter and food in a safe, secure environment.

The primary responsibility for any staff is responsible for maintaining a clean, safe, and fully operational facility environment that supports participants, staff, and visitors to the shelter. This role ensures that all shared and program spaces are consistently cared for, stocked, and ready for use, contributing directly to the stability and daily function of the shelter.

Working during after hours operations, this position focuses on completing essential cleaning, sanitation, laundry, and facility support tasks that allow daytime services to operate without disruption. The role requires attention to detail, consistency, and the ability to work independently while remaining responsive to the needs of the team and facility.

This position is hands-on and physically active, requiring ongoing movement throughout the facility, including standing, bending, lifting, and completing repetitive tasks while maintaining safety and PPE standards.

### **Essential Duties & Responsibilities:**

*(Includes the following though other duties may be assigned)*

#### **Overnight Facility**

General cleaning to include but not limited to:

- Sweeping, mopping, vacuuming floors; disinfecting high-touch surfaces, desks, and office equipment.
- Restroom Cleaning ( to include all bathrooms staff and common area in both buildings):  
Cleaning, disinfecting, and restocking restrooms with soap, paper products, and supplies.
- Maintains Janitor closets keeping them cleaned and tidy.
- Collect dirty laundry in both buildings
- Commercial laundry, wash, dry, and fold
  - Redistribute - rags, mops heads, and dust mops
- Vacuum all carpeted areas including entryway rugs
  - Carpeted areas will include the admin area.
  - staircases
  - Hallways

- Sweep, mop both dining rooms and kitchen
- Sweep, and mop the conference room.
- Sweep and mop area in front of elevator
  - Include elevator in mopping and cleaning
- Take out trash where needed
- Cleaning hand railing on stairs.
- Clean entryway doors
- As time permits wash walls where needed, windows and woodwork
- Act as support for other overnight staff
- Be able to stand and bend down for long periods of time
- Required to wear PPE
- Notify manager of needs or problems
- 

## **Professionalism**

- Demonstrates capacity to serve diverse people in a culturally sensitive and non-discriminatory manner.
- Sets and models high standards of honesty, integrity, and ethical behavior.
- Acts with a sense of reasoned urgency.
- Is adaptable and flexible and deals effectively with uncertainty.
- Represents self well with both internal and external customers in day-to-day interactions.
- Demonstrates effective and professional written and interpersonal communication skills.
- Deals effectively with conflict and works towards positive resolution.

## **Planning, Coordination and Teamwork**

- Updates and reviews communication log regarding events taking place during shift.
- Reviews communication, i.e. whiteboard and e-mail; connects with staff at shift change.
- Provide coverage and assistance for team members in all tasks to as required to maintain continuity of services.
- Works as part of a team to find solutions and takes initiative in finding other tasks that need to be completed to assist other team members.
- Nurtures positive optimistic attitude in the staff and communicates a sense of mission to team.
- Teams with Operations staff when doing batch breathalyzer tests on clients.

## **Minimum Qualifications:**

*(Qualifications applicant must possess in order to be considered for the position; possible exception if an applicant possesses appropriate substitute qualifications)*

- Oregon Food Handler's Card (must be obtained prior to first day of employment)
- Ability to exercise sound, independent judgment, to maintain a high level of confidentiality, to respond effectively to emergency and crisis situations and resolve problems.
- Dependability and flexibility.
- Ability to write clearly and concisely and to communicate effectively in writing.
- Ability to communicate clearly and concisely orally.
- Analytical capability, ability to work effectively with data and identify trends, draw on history and

recognize what has worked and what has not.

**Preferred Qualifications:**

*(Qualifications which are desired in applicants, however applicants without these qualifications will not necessarily be excluded from consideration if they possess minimum qualifications.)* • Bilingual English/Spanish preferred.

- Up-to-date CPR/First Aid Certification

**Physical Demands:**

*(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; lift up to twenty (20) lbs; climb two (2) flights of stairs; and talk or hear. The employee is occasionally required to lift up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and 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 work environment can be unpredictable depending on the time of day and resident activity. Bethlehem Inn is a fluid environment and a successful applicant should have the ability to think quickly on their feet and act with patience and compassion. Our residents are people with challenging needs often coming from chaotic circumstances. It is important for all staff to provide an environment of certainty and calm in what can sometimes be confusing situations.