

Central Minnesota Housing Partnership, Inc.
Job Posting

Position: Caretaker

The Central Minnesota Housing Partnership (CMHP), a leading regional non-profit affordable housing organization, is seeking a motivated individual to join our staff as a Caretaker. The Caretaker will report directly to the Director of Property Management.

SCOPE & PURPOSE: To be responsible, under the supervision of the Property Manager, for all day-to-day operations of the property (may include general administration and maintenance)

HOURS: Hours will vary depending on needs and condition of property. Availability for reasonable coverage is required.

GENERAL DUTIES & RESPONSIBILITIES:

1. Work with Property Manager to coordinate move-ins and move-outs.
2. Maintain all common areas (interior and exterior) in good condition.
3. Conduct minor maintenance repairs. (i.e., change light bulb, batteries)
4. Report all maintenance requiring outside trades people to Property Manager for approval.
5. Be aware of all outside contractors working on the property. Attend property inspections at the request of the Property Manager.
6. Report infractions based on lease violations to Property Manager.
7. Maintain sidewalks free of debris, garbage, snow, and ice.
8. Report accidents and emergency situations to the central office immediately and assist with preparing the proper required reports.
9. Maintain property inventory. (i.e., cleaning supplies)
10. Pick up the grounds up. Keep the property free of debris and litter at all times. Check the lawn sprinkling system to make sure it is functioning properly and there are no damaged sprinkler heads.
11. Attend mandatory training sessions as required. (twice a year)
12. Perform turnover cleaning (based on normal wear and tear) on vacated units.
13. Inspect current month vacates for possible repairs (**by the 15th of the current month**). ***(Walk through vacant units in the winter months.)***
14. As directed by Property Manager; meet resident complete walk through with resident and note any damages, cleaning, etc. Have resident sign move out form and collect all keys. **Mail completed move out form to CMHP within two business days of move out. Mail**

the original paperwork to the office in St. Augusta so it's at the office no later than the 5th of the month.

CLEANING DUTIES AND RESPONSIBILITIES:

Daily: on scheduled days

1. Walk grounds and pick up all trash in and around the building; note any exterior building lights that have burned out. Replace if possible. If unable to fix, report to Property Manager for replacement. Complete any minor maintenance repairs.
2. Clean office (if one on property), all common areas, and laundry room(s), sweep or vacuum at least once a week. Empty lint traps and garbage cans, wipe down laundry machines, if necessary, mop floors. Pull out and wash behind washers and dryers quarterly.
3. Pick up cigarette butts in rocks/mulch and outside entry areas
4. Check and clean around dumpsters.
5. Leaf blow sidewalk after each lawn cutting.

Every 10 days – 2 weeks:

1. Wipe down all furniture. Clean windows.
2. Clean laundry windows, machine coin slides and sink.
3. Check all common areas for spider webs and remove.
4. Clean supply/mechanical room(s). Make list of cleaning supplies needed.
5. Check all common area walls and spot clean where needed.

2 Times per year: (Between April/May and August/September)

1. **Deep cleaning** to all common areas, office, and laundry room(s). Clean laundry room door frames; vacuum all ceilings, walls, and corners. Wash walls. Pull light fixtures and wash. Pull all laundry machines and deep clean under and behind. Scrub laundry floors.
2. Clean all light fixtures (garages, building and common areas).

WINTER:

1. Snow removal of sidewalks.
2. Salt, post notices for plowing.

Please send resume and cover letter detailing relevant experience to

admin@cmhp.net