



## Position Posting

<b>Position:</b>	Caretaker
<b>Location:</b>	Central Minnesota (CMHP Properties)
<b>Exempt Status:</b>	Hourly Position (Part Time)
<b>Pay Range:</b>	\$15.00 per hour + Monthly Stipend

**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 to support the day-to-day physical operations and upkeep of CMHP properties.

**Job Summary:** Primary responsibilities include assisting with the overall cleanliness, maintenance, and physical condition of CMHP-owned rental properties. The Caretaker works closely with the Property Management team to ensure properties are well maintained, safe, and in good condition for tenants.

This position includes responsibilities related to cleaning, groundskeeping, unit turnovers, preventative maintenance support, and general property upkeep.

### **Hours:**

Hours vary depending on property needs.

### **Job Duties:**

1. Maintain cleanliness of all common areas (interior and exterior)
2. Perform routine groundskeeping, including trash removal and litter control
3. Remove snow, ice, and maintain safe walkways during winter conditions
4. Perform minor maintenance tasks such as light bulb replacement, batteries, and basic repairs
5. Assist with unit turnovers, including cleaning vacated units (normal wear and tear)
6. Support Property Manager with move-in and move-out inspections
7. Report maintenance issues and lease violations to Property Manager
8. Maintain cleanliness of laundry rooms, offices, and shared spaces
9. Clean and maintain sidewalks, entryways, and dumpster areas
10. Monitor property condition and report safety or repair concerns
11. Maintain cleaning and maintenance supply inventory
12. Assist with preventative maintenance tasks as directed
13. Support contractors on-site and attend property inspections when requested

14. Complete cleaning and deep cleaning of common areas on scheduled basis
15. Perform other duties as assigned

**Education:**

High school diploma or equivalent.

**Benefits:**

- ESST- Earned Sick and Safe Time
- Minnesota Paid Family Leave

For a full job description, please visit our website at: [www.cmhp.net](http://www.cmhp.net)

Please submit cover letter and resume by e-mail: [admin@cmhp.net](mailto:admin@cmhp.net) or by mail to:

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Attn: Admin  
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ST. AUGUSTA MN 56301

No phone calls please.

*CMHP is an Equal Opportunity Employer and does not discriminate against candidates and employees because of disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.*