

GROUNDSKEEPER/PORTER

Job Description:

The Groundskeeper is responsible for the cleanliness, physical appearance & curb appeal of the property. Focused on keeping the community looking its best, the Groundskeeper is a visible team member to visitors & residents alike, maintaining a friendly, helpful & professional approach in all interactions. The Groundskeeper reports to the Maintenance Supervisor.

Responsibilities:

Depending on the size & age of the property, the position consists of a variety of duties.

1. The Porter must arrange the daily schedule around the management offices. Any litter or debris is to be picked up every morning & to be completed no later than 9:00 AM of each business day. All other duties will be assigned according to their urgency, including but not limited to the following:
2. Must be able to lift 80-100 lbs. on a regular basis.
3. Keep property management office, landscaping cleaned by inspecting property each morning & picking up any trash littering the grounds.
4. Replace light bulbs in common area & breezeways as needed.
5. Replace all first floor window screens upon request.
6. Assist with apartment make readies as requested, such as trash in vacant units, caulk, check appliances & smoke detector, replace parts, etc.
7. Clean air conditioner vents & replace filters in all vacant apartments.
8. Install, move & hook-up appliances.
9. Replace air filters as scheduled for all occupied apartments.
10. Clean Pool Area, hose down area, pick-up trash, straighten chairs, etc.
11. Perform light painting duties as directed.
12. Assist the service technician or assistant service technician as needed.
13. Deliver notices & flyers to residents as needed.
14. Other responsibilities as may be determined.

Qualifications:

- High School diploma or equivalent.
- Previous experience preferred (cleaning, housekeeping, janitorial, etc.).
- Physical ability to perform tasks requiring continuous walking, standing, lifting, bending, climbing stairs, etc.
- Ability to complete work quickly & thoroughly, with a great eye for detail.
- Quality focused; does a quality job the first time around.
- Ability to organize, prioritize, schedule, & follow instructions.
- Ability to work independently within a team environment.
- Professional, courteous & helpful attitude with members, future members & vendors.
- Must have a valid driver's license & reliable transportation.