

JOB ANNOUNCEMENT

POSITION: Custodian, Full-time

SALARY: D.O.E. + Full Benefits

DESCRIPTION OF COMPANY: Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 2,000 affordable housing units for MHDC and various other non-profit, community-based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, maintenance, janitorial and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management reflects the mission and purpose of its parent company.

DESCRIPTION OF POSITION: We are looking for a responsible Custodian to support operations at one of our properties in San Francisco area. As a Custodian, you will be responsible for performs a wide variety of Custodian duties of daily, weekly and monthly tasks associated with cleaning and minor repair of the overall property and individual resident units. Job duties require emphasis on safe work practices and physical effort.

- Cleaning and maintenance of exterior and interior of the property by picks up trash and litter around grounds and buildings.
- Assisting with initial clean up and final detailed cleaning of apartment unit turnovers include cleaning the following items: refrigerators, range and ovens, sinks and vanities, exhaust fans and filters, counters, counter tops and cabinets, tubs or showers, walls, hard surface floors or carpets, doors and windows, and other need to clean things or areas. • Perform work on gathers and empties trash, including moving dumpsters for trash pickup.
- Perform job duties to keeping recycling areas, trash rooms and dumpster areas neat and clean.
- Organize the storage areas neat and clean.
- Make sure all utility and meter rooms are neat and clean.
- Performing cleaning in the common area floors by vacuuming, or sweeping, or scrubbing, or mopping.
- Perform steam cleans or shampoos carpets as needed.
- Perform cleaning on the restrooms and provide supplies for the restrooms in the common area.
- Knowledgeable on uses and stores cleaning products in accordance with manufacturer's instructions.
- Performs other duties as assigned by Property Manager/Resident Manager.

QUALIFICATIONS:

- Minimum one year of prior experience in Custodian work preferably in an apartment or residential setting.
- Knowledge of proper disposal of hazardous materials, electronic waste as well as recycling practices.
- Knowledge and skills in usage and care of common hand and power tools used in Custodian and maintenance work.

- Ability to work with and around people in a positive and cooperative manner.
- Ability to push, pull, carry and lift up to 50 lbs.

TO APPLY:

Send resume and letter of interest to: CMC Human Resources, 1358 Valencia St., San Francisco, CA 94110

EQUAL OPPORTUNITY EMPLOYER

Caritas Management Corporation (“CMC”) provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco’s Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.