

JOB ANNOUNCEMENT

POSITION: Front Operations/Desk Clerk, Full-time or Part-Time

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 1,500 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.

DESCRIPTION OF POSITION:: Provides front desk security coverage, enforces visitor policy, communicates with residents, makes entries in log book, completes incident reports, contacts appropriate authorities in emergencies, makes rounds to secure property, assists with resident conflict resolution

DESCRIPTION OF COMMUNITY: Positions are available in several SRO (Single-Room Occupancy) hotels under Caritas Management Corporation (CMC)'s administration. These SRO's are supportive communities that offer stable & affordable housing for single, low-income adults. They provide permanent and pleasant accommodations for many individuals who have been homeless or graduated from transitional housing. Some SRO's have shared kitchen and/or community space. Staff at the SRO's work as teams that perform the overall management, administration and support activities. In some cases, additional services are available to SRO residents through partnerships with local service provision agencies. Like all other properties in CMC's managed portfolio, the SRO's are owned and developed by non-profit, community-based organizations.

QUALIFICATIONS:

- Experience working with public, preferably in security or customer service.
- Excellent communication skills - Bilingual preferred.
- Ability to make legible written reports.
- Maturity and dependability.

SEND RESUME OR APPLY IN PERSON:

Caritas Management Corporation
1358 Valencia Street
San Francisco, CA 94110
(Open Mon. - Fri. 9 a.m. to 5 p.m.)

Or

Email: caritasHR@caritasmanagement.com

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.