

JOB ANNOUNCEMENT

POSITION: Groundskeeper – Full-time

SALARY: DOE + 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.

DESCRIPTION OF POSITION: Reports to Property Manager or Resident Manager. Performs a wide range of Groundskeeper duties including general cleanup; sweeping, mopping and washing, trash pick-up around grounds, gathering and emptying trash and recycling bins, moving dumpsters. Nature of work requires emphasis on safe work practices, sustained physical effort, and general up keeping of common grounds, trouble shooting, problem solving, and attention to detail.

QUALIFICATIONS:

- 1 years of general facility janitorial cleaning experience
- Knowledge of cleaning materials, equipment and methods commonly employed in the janitorial and cleaning of buildings facilities, and equipment.
- Ability to work independently with minimal supervision; needs to be a dependable "self-starter"
- Ability to read and follow written instructions on service requests, product labels, schedules, etc.
- May be exposed to conditions which require the use of personal protective equipment.
- Utilizes a wide range of powered and non-powered hand tools such as mops, brooms, buffers, vacuums, shampooers, sewage line cleaners
- Minimum lifting ability: 30 lbs.

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.