

## **JOB ANNOUNCEMENT**

**POSITION:** Utility Person, 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.

**SUMMARY OF POSITION:** Performs cleaning and minor building maintenance in San Francisco. Follows a set cleaning schedule, and carries out maintenance service requests under the supervision of the resident manager. Work includes sweeping, mopping, vacuuming, window/screen cleaning, unit cleaning, graffiti removal, trash/recycling removal, de-greasing driveways, garage floors & sidewalks, dusting, restroom cleaning & disinfecting, watering plants, patching, touch-up painting, light bulb replacement, heater filter cleaning/replacement, water heater draining, fan filter cleaning/replacement, boiler/radiator draining, heater cleaning, minor door & window repair/replacement, lock changes, screen/mini-blind installation and repair.

### **QUALIFICATIONS:**

- 1 plus year of professional building maintenance experience
- Demonstrated proficiency in the areas of cleaning, minor plumbing, carpentry and painting
- Physical ability to work standing and walking most of the work day
- Good verbal communication skills – bilingual preferred
- Ability to read and follow written instructions on service requests, product labels, cleaning schedules, etc.
- 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](mailto: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.