REPORTS TO: Property Manager

POSITION SUMMARY:
This Position is responsible for ensuring the cleanliness and physical appeal of an apartment community managed by CHN Housing Partners. The custodian works closely with the property manager and other support staff to reach the goal of providing decent, safe and affordable housing.

RESPONSIBILITIES:
- Maintain all common areas flooring on a regular basis by using methods such as pick-up, vacuuming, sweeping, mopping, stripping and/or waxing, buffing and steam cleaning.
- Maintaining all common area walls and ceilings on a regular basis by using methods such as dusting and washing.
- Maintain all common area furniture and fixtures on a regular basis by using methods such as picking-up, emptying containers, restocking supplies, dusting, washing, steam cleaning, stripping and/or waxing, buffing, steam cleaning and vacuuming.
- Maintain staff areas on a regular basis by using methods such as picking-up, emptying containers, restocking supplies, vacuuming, sweeping, mopping, steam cleaning, stripping and/or waxing buffing, dusting and washing.
- Maintain the exterior of the building on a regular basis by using the methods such as picking-up, emptying containers, sweeping, shoveling and applying deicing supplies.
- Report any interior/exterior maintenance issues or concerns to property manager in a timely manner.
- Set-up and tear-down community room for personal/property related events.

QUALIFICATIONS:
- High school diploma or equivalent certificate
- Good working knowledge of types of cleaning agents and their applicability
- Good interpersonal skills
- Ability to work with a diverse population
- Ability to work independently; have good work ethic
- Available to work evenings, weekends, holidays as needed
- Valid driver’s license, automobile insurance and reliable transportation
- Ability to lift 50+ pounds

If you are interested and meet the outlined qualifications, you can apply for this position by emailing your resume and cover letter to SDurda@chnhousingpartners.org or via mail to Cleveland Housing Network, 2999 Payne Avenue, Human Resources Cleveland, OH 44114

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