

CARETAKER JOB DESCRIPTION

Must work with apartment/resident manager to accomplish the following:

1. Keep curb appeal of property in good shape.
2. Create active tenant programs involving tenant leadership.
3. Keep grounds picked up, supervise maintenance, lawns mowed, and snow and ice removed in a timely manner.
4. Keep in mind preventive maintenance.

Depending on size and property areas of concern include, but are not limited to:

Maintenance:

1. Supervise daily work operations of maintenance personnel.
2. Implement work order system for efficient and effective resolution of maintenance problems.
3. Implement preventive maintenance system.
4. Oversee purchase of maintenance supplies and services, using bid system when appropriate, and only spend within guidelines established by Management Agent.
5. Review and inspect work of maintenance personnel on a regular basis, including a visual check on actual work completed and follow-up phone calls to residents to ensure their satisfaction.
6. Inspect grounds and common areas of the property on a regular basis to keep it in satisfactory physical condition.
7. Establish and enforce policies and procedure for playground use and safety.
8. Establish and enforce any policies and procedures needed to maintain peaceful and safe housing.

Custodial Care:

1. Sweep all assigned areas, all public areaways, stairways, halls, laundry rooms, and building entrances. (Ceiling cobwebs should be removed as cleaning is being done)
2. Wet-mop uncarpeted common public areas depending on usage and appearance.
3. Clean window interiors at least once every other week and clean glass entrance doors and entrance side panels daily.
4. Tidy mailbox fronts, walls and windows to present a clean appearance.



5. Dust washers and dryers (especially the tops of the dryers), remove lint from lint traps and wet-mop laundry room floors.
6. Make certain doors are not propped open.
7. Change light bulbs.
8. Clean Light bulbs in hallways as necessary.
9. Clean vacant units:
 - a. Broom sweep and vacuum entire apartment including closets, bathroom and kitchen.
 - b. Thoroughly clean stove, refrigerator, sink, range hood, and dishwasher.
 - c. Clean kitchen cabinets, inside and out, and top next to ceiling.
 - d. Clean exhaust fans and vents of lint and dirt throughout the apartment.
 - e. Wash all windows including balcony and patio doors.
 - f. Clean all ceiling light fixtures.
 - g. Clean wall tile in kitchen and bathroom. Clean tub, toilet, shower, doors and sinks.
 - h. Clean medicine cabinet inside and out and wash mirror.
 - i. Polish faucets, spigots, shower curtain rod, other chrome parts of bath and kitchen.
 - j. Clean kitchen floor with steel wool to remove old wax and dirt. Re-wax with appropriate wax.
 - k. Clean and polish all floors including closets (wherever tile is present).
 - l. Gently clean spots on walls, doors, frames, windows, and light switches.
 - m. Report any necessary maintenance to Management Agent.
 - n. Inform Management Agent of any supplies needed.
 - o. Shampoo carpet throughout.
 - p. Check back through the apartment for any cleaning supplies, trash or cigarette ashes on floor or in toilet.
 - q. Turn thermostat to 55 degrees in winter and off in summer. Turn off all lights and lock doors.
 - r. Change light bulbs.
 - s. Check smoke detectors.



10. Clean office spaces as directed by the Apartment/Resident Manager.

“This institution is an equal opportunity provider.”

