

**Carver County CDA
Caretaker
Job Description**

EMPLOYEE NAME:
CLASSIFICATION: Non-exempt
DEPARTMENT: Properties

SUPERVISOR: Maintenance Manager
SALARY GRADE: 11
DATE: 2022

SUMMARY: Provides a clean, safe and odor-free environment for residents, staff and visitors. Clean public areas of the building, grounds, and units on turnover as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cleans public areas of building(s) and grounds as assigned

- Performs thorough cleaning of all assigned areas, including, but not limited to: vacuum carpets, sweeping, mop hard floor surfaces, dust and/or damp wipe surfaces, sanitizes bathrooms, all glass windows and mirrors.
- Sweep walkways, pick up trash on grounds and near trash dumpster area.
- Snow removal, salt/sand walks as needed.
- Assist in maintaining landscaping including watering new plantings and annuals.
- Prioritizes tasks and completes within allotted time.
- Clean vacated apartments to ensure that turnover is completed within 5 days after a move-out or sooner to meet deadline of re-rental.

Performs job duties safely, using correct body mechanics and personal protective equipment.

- Safely mixes chemicals according to instructions in Safety manual.
- Safely executes housekeeping tasks, such as proper way to bend, push, pull and lift.
- Demonstrates precautionary work practices for the safety of others in the work areas, such as electric cords, wet floor signs, etc.

Maintains cleaning equipment and supplies

- Maintains housekeeping/maintenance carts and/or storage area constantly.
- Keeps supplies and tools locked at all times.
- Communicates to Site Manager when supplies need to be re-stocked.
- Communicates need for equipment repairs.

QUALIFICATION REQUIREMENTS

- Knowledge of standard cleaning and light maintenance procedures.
- Ability to use cleaning products, supplies and equipment properly. Ability to function in varying environmental conditions, i.e., allergens, plants, smoke, odors and absence of cleanliness.
- Ability to deal tactfully and effectively with tenants of varied social and economic backgrounds.

EDUCATION and/or EXPERIENCE

- High School Diploma or GED and 0-1 year (s) experience

LANGUAGE SKILLS

- Ability to understand and follow verbal and/or written communication and direction.
- Ability to understand and follow verbal and/or written communication regarding Employee Handbook, Site Operations Manual, and Safety Manual.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and/or hear. The employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Periodically and occasionally lift and carry objects weighing up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to distinguish primary colors and ability to adjust focus.
- Ability to work in and with the following conditions: heat/cold; moving machinery; outside and inside; fumes/gases; chemicals; and dirt.

The Carver County CDA is an Affirmative Action/Equal Opportunity Employer