

*** To be considered for this position, please use this link to apply: <https://careers-edenhousing.icims.com/jobs/2236/janitor-night-manager/job> ***

Onsite Janitor- Harris Court - Hayward, Huntwood Commons - Hayward, Leidig Court - Hayward

Summary

Under general supervision of the Manager or Maintenance personnel, the Janitor is responsible for keeping exterior, common areas, vacant units, sidewalks and alleyways of property(ies) in a clean and safe condition.

Essential Duties & Responsibilities

General duties:

- Cleans all hallways.
- Cleans all common and reception areas.
- Cleans all vacant apartments.
- Cleans all parking areas, sidewalks and alleyways.
- Cleans on-site management offices.
- Maintains congenial relationships with all residents, is understanding of and sensitive to cultural background, economic status, those with special needs, and adheres to Fair Housing requirements.

Specific duties:

- Vacuums carpets.
- Washes windows and walls, ceilings, woodwork, door panels and sills (interior/exterior).
- Keeps sidewalks clean (i.e., sweep, shovel, power wash).
- Blows leaves from parkways.
- Sweeps, scrubs, waxes, polishes and/or vacuums floors.
- Picks up trash and sidewalk debris in and around the property.
- Empties and sanitizes trashcans and ashtrays.
- Cleans appliances, rugs, carpets, upholstered furniture and draperies, screens and filters
- Dusts blinds, furniture and other apartment fixtures.
- Maintains appliances and plumbing.
- Assists with painting, as directed.
- Replaces burnt-out bulbs and air conditioner filters, as needed or requested.
- Prepares dumpsters for garbage and recycle pick-up
- Checks locks while working in specific areas.
- Replenishes bathroom supplies in common bathrooms.
- Sets up, picks-up and cleans-up tables and chairs in meeting or dining rooms for miscellaneous social program activities, as requested.
- Reports maintenance problems or any noticeable damage or needed repairs to Manager or maintenance personnel.
- Reports to Manager any excessive noise, disorderly conduct or misuse of property.
- Maintains appropriate janitorial supplies. Notifies immediate supervisor when supplies need to be replenished.
- Attends staff meetings and resident meetings, as required.

Qualifications

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED);

- OR 1 year janitorial or related experience and/or training;
- OR equivalent combination of education and experience.

PREFERRED SKILLS and/or ABILITIES

- Plumbing and mechanical aptitude; good safety habits.
- General understanding of ongoing housekeeping and cleaning procedures.
- Trustworthy.
- Exercise common sense, good judgement, consistency and self-control in day-to-day contact with residents and in other business-related matters.
- Familiar with power, water and gas turnoffs, clean out traps, fire extinguishers and fire systems.
- Ability to work with minimum supervision.
- Attentive to detail.
- Ability to work independently and in a team environment.
- Experience working with diverse groups, i.e., staff, residents and suppliers.
- Commitment to the companies' goals and philosophy.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have reliable automobile transportation and a valid California Driver's License and insurance, if required to work at multiple locations.

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