



## **JOB DESCRIPTION**

### **Porter/Groundskeeper, Property Operations**

#### **General Description**

- Inspect exterior of the property and remove all trash and litter daily.
- Remove pet waste daily.
- Clean around dumpsters.
- Sweep/blow breezeways and sidewalks.
- Clean gutters on one story buildings.
- Clean areas around mailroom, pool area, fitness area and equipment, laundry room, clubhouse and other common areas to include trash removal, replace trash bags, vacuum, sweep and mop, clean window and door glass, clean coffee machines, replace paper products, etc.
- Water any areas that are not irrigated, while observing all irrigated areas and reporting any issues (i.e. broken irrigation heads, weeds, etc.).
- Pressure wash buildings, walkways and other areas needed.
- Distribute flyers, communications and letters to resident's door.
- Light painting of curbs, sign posts and other areas needed.
- Assisting office and Resident Services team with various projects.
- Coordinate with Supervisor on all vacant units and ensuring these units are 'trashed-out' within 24 hours of move-out and thermostat is set at the designated temperature for a vacant unit.
- Complete special projects as may be assigned and prioritized by the General Manager.
- Constantly observe conditions of apartment property within the community, report and/or initiate action to correct unsafe conditions immediately.
- Ensure that storage area always remain locked when not in use.

#### **Focus Areas of Responsibility**

- Meticulously maintains curb appeal.
- Assist management team with other various tasks required.

#### **Focus Areas General Topic**

- Ability to juggle multi-task environment
- Good time management skills
- Must be a self-starter who can work efficiently with little supervision
- Must be able to read, understand & comply with product labels, safety, policy & procedure manuals

### **Qualifications**

- Employees must fulfill the performance standards of this position and comply with policies, rules, and procedures of the company, including those set out in the Employee Handbook, or otherwise communicated (verbally or in writing) to employees.
- Constant need (66% to 100% of the time) to be on feet.
- Outdoors (66% to 100% of the time), all conditions, often for extended periods of time.

### **Preferred Qualifications:**

- Promote good public relations with residents, co-workers, and company staff through great 'people' attitude and resident trust. Always display a friendly and courteous attitude towards prospects, residents, vendors and other employees.

### **Additional Skills**

- High School diploma or equivalent
- 1 year of previous experience in a similar position preferred
- Work Hours (subject to change) depending on your schedule are:
  - 8am - 5pm Weekdays
  - 8am - 5pm Weekends