



**JOB ANNOUNCEMENT**

POSITION: Front Desk/Operations Clerk

SALARY: D.O.E + Full Benefits

**SUMMARY OF POSITION:** Full-Time, 8:00 am to 5:00 pm, Monday to Friday. Provides front desk security coverage, enforces visitor policy, communicates with residents, makes entries in log book, completes incident reports, contacts appropriate authorities in emergencies, makes rounds to secure property, assists with resident conflict resolution

**DESCRIPTION OF COMPANY:** Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 1,500 affordable housing units for MHDC and various other non-profit, community based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, occupancy & compliance, maintenance and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management reflects the mission and purpose of its parent company.

**QUALIFICATIONS:**

- Experience working with public, preferably in security or customer service
- Excellent communication skills - Bilingual preferred
- Ability to make legible written reports.
- Maturity and dependability.

SEND RESUME OR APPLY DIRECTLY MON. - FRI., 9:00 A.M. TO 5:00 P.M.:

Caritas Management Corporation  
 1358 Valencia Street  
 San Francisco, CA 94110

**EQUAL OPPORTUNITY EMPLOYER**

Caritas Management Corporation ("CMC") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.



**Caritas Management Corporation - 1358 Valencia Street, San Francisco, CA 94110**  
**Tel. (415) 647-7191 Fax (415) 648-3919**



If you have any questions for disability that requires a reasonable accommodation, please contact  
 Section 504 Coordinator: Tel. (415) 647-7191 ext. 112 TTY / TDD: 711 / or 1-800-545-1833 ext. 468

**WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER**