

JOB ANNOUNCEMENT

POSITION: Handyperson III – Full-time

SALARY: \$17.69 per hour + Full Benefits



UNION AFFILIATION: Membership in USWW required

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.

SUMMARY OF POSITION: Follows a set cleaning schedule, and carries out maintenance service requests under the supervision of the resident manager. Work includes sweeping, mopping, vacuuming, window/screen cleaning, unit cleaning, graffiti removal, trash/recycling removal, de-greasing driveways, garage floors & sidewalks, dusting, restroom cleaning & disinfecting, watering plants, patching, touch-up painting, light bulb replacement, heater filter cleaning/replacement, water heater draining, fan filter cleaning/replacement, boiler/radiator draining, heater cleaning, minor door & window repair/replacement, lock changes, screen/mini-blind installation and repair.

QUALIFICATIONS:

- Professional building maintenance experience
- Demonstrated proficiency in the areas of cleaning, minor plumbing, carpentry and painting
- Physical ability to work standing and walking most of the work day
- Good verbal communication skills – bilingual preferred
- Ability to read and follow written instructions on service requests, product labels, cleaning schedules, etc.
- Minimum lifting ability: 30 lbs.

SEND RESUME OR APPLY IN PERSON (Monday through Friday 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