



JOB ANNOUNCEMENT

3/8/17

POSITION: Utility Person, Full-time (40 hours/week)

SALARY: \$16.00 per hour (DOE) + Full Benefits

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, maintenance, janitorial 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: Performs cleaning and minor building maintenance in a 63-unit, HUD Section 221(d)(3) multi-family apartment community in the Mission District. 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:

Caritas Management Corporation
1358 Valencia Street
San Francisco, CA 94110

(Open Mon. - Fri. 9 a.m. to 5 p.m.)

EQUAL OPPORTUNITY EMPLOYER



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