

**PROVIDENCE HOUSING DEVELOPMENT CORPORATION
POSITION DESCRIPTION**

POSITION TITLE:	Cleaner	STATUS:	Non-Exempt
DEPARTMENT:	Property Management	W/C#	9028
EEO CODE:	9	GRADE LEVEL:	3

PRIMARY FUNCTIONS:

Provide day-to-day janitorial services to the assigned property(ies).

SPECIFIC DUTIES:

1. Clean common areas following a maintenance calendar and approved procedures, keeping property free of trash and debris.
2. Clean vacant apartments for unit turnover.
3. Provide periodic or as needed cleaning of exterior of building(s).
4. Provide written reports of services completed or other necessary documentation to the Property Manager or others as required.
5. Adhere to property maintenance schedule.
6. Attend periodic training for fair housing, building systems or other relevant topics.
7. Other related duties as assigned.

KEY PERFORMANCE MEASURES:

- 100% compliance with fair housing regulations.
- Maintain property in manner that limits potential health and safety issues.
- Friendly, helpful, courteous interaction with tenants, vendors and co-workers.

TITLE OF DIRECT SUPERVISOR:Property Manager

QUALIFICATIONS:

High school graduate or possession of GED. One or more years of building cleaning experience. Trade specific training desirable.

ADDITIONAL REQUIREMENTS:

- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Maintain absolute confidentiality in regards to tenant information and records.
- Maintain a drug / substance free lifestyle.
- Maintain honesty and integrity
- Demonstrate mechanical aptitude.
- Demonstrate openness to flexible work schedule.
- Demonstrate commitment to Agency Mission Statement.

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Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 40 lbs;
- Be able to read write and interpret written documents;

EMPLOYER’S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Printed Name