

HOUSEKEEPER

Good Harbor Management LLC (“Good Harbor”), an affiliate of Alden Torch Financial LLC (“Alden”), was formed in 2016 for the purpose of providing proprietary, multifamily property management services for affordable housing assets principally owned and controlled by Alden through its numerous affiliates.

Job Description:

The primary responsibilities of the Housekeeper involve the upkeep of each make ready apartment in order to enhance and maintain its appeal. The Housekeeper will also assist the rest of the employees, as directed, in their efforts to manage the property in an efficient manner.

Roles & Responsibilities

This position has responsibility for:

- Conduct all business in accordance with company policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.
- Clean the office, clubroom, restrooms and other common areas on a daily basis, prior to the property opening, 9:00 a.m.
- Clean and maintain models and/or target units on a daily basis.
- Clean all vacant apartments as directed by the Manager or Assistant Manager.
- Keep all vacancies fresh and odorless.
- Clean and maintain laundry facilities daily by 10:00 a.m.
- Perform additional duties requested by the Manager or Assistant Manager.
- Inform management of supply needs on a weekly basis.

Equipment Requirement:

Mops, brooms, vacuum cleaner, window squeegee, scrubber, step stool, small ladder, screwdriver and other miscellaneous hand tools. Requirement to wear gloves and other protective equipment as task dictates. (The property supplies the equipment.)

Equipment/Machinery/Tools:

An employee in this position must be knowledgeable and skilled in the safe use and maintenance of cleaning fluids and tools.

Physical Requirements:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

- Bend/Stoop/Squat/Kneel - Perform routine maintenance/repairs, pick up debris.
- Climb Stairs - Routine duties require access to all levels.
- Push or Pull - Move equipment, appliances, open and close doors, etc.
- Reach Above Shoulder - Perform routine maintenance/repairs, stock and remove equipment.
- Climb Ladders - Perform routine maintenance/repairs.
- Grasp/Grip/Turning - Handle tools and equipment, perform routine maintenance/repairs.
- Finger Dexterity - Handle tools and equipment, perform routine maintenance/repairs.

Lifting/carrying (supplies, blower, ladders, etc.):

- Over 150 lbs. - Rare need (less than 1% of the time)
- 75 - 150 lbs. - Occasional need (1% to 33% of the time)
- 25 - 75 lbs. - Frequent need (33% to 66% of the time)

HOUSEKEEPER

- 1 - 25 lbs. - Constant need (66% to 100% of the time)

Working Environment

Indoors (66% to 100% of the time), all conditions, often for extended periods of time. Outdoors 34% of the time.

Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.

Frequent need (33% to 66% of the time) to work in awkward and confining positions.

Reasoning Development

Moderate: Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

Must have a reliable vehicle to perform various management tasks. Must have proof of liability insurance for same. Willingness and ability to utilize tablet/mobile devices and software efficiently. Must be able to complete all required training within thirty (30) days of hire date.

Bondable and Valid Driver's License.