Housing and Redevelopment Authority of St. Cloud

Position Description

Job Title:　　　　　Caretaker　　　　　　　　　　Class:　Unclassified

Exemption Status:　Non-exempt　　　　　　　　　Department:　Housing

Authorization:　　　_____　Date:　10-22-02
　　　　　　　　　　Louise Reis, Executive Director　　　　　07-07-10

Job Specifications

Factor	Level
Education:	High School
Job Related Experience:	1 year
Supervision Given:	None
Supervision Received:	Property Manager

Job Summary: The Caretaker is responsible for cleaning and security at assigned properties.

Essential Job Duties:

1.　Sweeps, washes, vacuums, cleans carpets, washes windows, (interior and exterior); cleans appliances, equipment, carpet and fixtures in common areas of the buildings.

2.　Performs grounds maintenance, i.e., dirt, snow and ice removal from sidewalks, watering lawn and plants, trim shrubs.

3.　Responds to fire, elevator and other emergency warning systems, identifies problem and reacts appropriately.

4.　Responsible to coordinate repairs as needed.

5.　Conducts move-in/move-out inspection at assigned properties and instructs tenants in the use of tenant-operated equipment.

6.　Organizes and maintains cleaning equipment and supplies.

7.　Clean units upon turnovers.

Non-Essential Job Duties:

8.　Purchase supplies as needed.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sit	Occasionally
Stand	Approximately 25% of the time
Walk	Approximately 50% of the time
Bend/Stoop	25% of the time
Reach above shoulder level	Occasionally
Squat	Frequently
Crawl	Occasionally
Climb height	Occasionally
Kneel	Occasionally
Push/Pull	Frequently
Carry/Lift up to 100 lbs.	Occasionally
Verbal communication	Frequently
Written communication	Frequently
Hearing normal conversation	Frequently
Sight with near acuity	Frequently
Far acuity, full field of vision	Occasionally
Depth perception	Occasionally
Distinguishing Colors	Frequently