



# Job Announcement Glenridge Co-Op

**Position Title:** Grounds Person **Posting Date:** July 21, 2010  
**Property Name** Glenridge Cooperative, San Francisco  
**Position Type:** Full-time, w/ Benefits  
**Compensation:** DOE

## PROPERTY SUMMARY:

Glenridge Cooperative is a 275 unit complex located in the Diamond Height area of San Francisco.

## SUMMARY OF THE POSITION:

Under the direct supervision of the Property Manager, the grounds person performs a wide variety of tasks related to the upkeep of the property's grounds, common areas and apartments.

## DUTIES & RESPONSIBILITIES:

- Keep all common grounds areas clear of debris/garbage including the removal of trash, raking leaves, and removing trash from the ground shrubbery and hedges.
- Keep office, restrooms and computer lab clean including watering plants.
- Power wash buildings and parking areas.
- Gather and empty trash, including moving dumpsters for pick-up.
- Complete assigned work orders in a timely manner and report status to manager daily.
- Vacuum all common area floors
- Perform all duties as requested by Property Manager and or Manaitence Supervisor

## QUALIFICATIONS:

- Fluency in verbal and written English required
- Two years of experience performing the above maintenance tasks in an apartment development or comparable position
- Ability to diagnosis and make maintenance repairs
- Ability to prioritize a variety of tasks. Flexibility to address tasks as work environment changes.
- Ability to read instructions. Good interpersonal and listening skills.

**Email Resumes To:** [balexander@jSCO.net](mailto:balexander@jSCO.net) (Please reference GROUNDS in subject line)

**PLEASE NO PHONE CALLS**



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