



Job Announcement – Woolf House Apartments

Job # 12-5871SF

Position Title: Janitor **Posting Date:** May 9, 2012
Property Name and City: Woolf House Apartments, San Francisco
Position Type: Part Time Temporary (20 Hours Per Week for Approximately 9 Months)
Compensation: Based on Experience, No Benefits

PROPERTY SUMMARY:

Woolf House Apartments is a 212-unit, HUD Section 8/TCAC, Senior Housing property located in the South of Market Area of San Francisco.

SUMMARY OF THE POSITION:

This is a temporary position specifically created to provide janitorial assistance during Woolf House's renovation project. Under the direction of the Property Manager and Relocation Coordinator, the Janitor is responsible for performing a wide variety of janitorial duties including preventative, emergency, cosmetic and routine janitorial. This position is responsible for following company policies and procedures to ensure the most safe and practical methods are implemented to achieve property and organizational goals; assures that the site is in compliance with all applicable regulatory requirements; and maintains a clean building and grounds.

Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

DUTIES & RESPONSIBILITIES:

General Janitorial Responsibilities:

- Pick up trash around building
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming
- Gather and empty trash, including preparing dumpsters for city trash pick up
- Service, clean, and supply restrooms
- Clean and polish furniture and fixtures
- Clean windows, glass partitions, and mirrors
- Dust furniture, walls, machines, and equipment
- Use and store cleaning products in accordance with manufacturers instructions
- Maintain inventory or necessary supplies and restock as necessary
- Advise Property Manager of equipment and supplies needed and all safety hazards
- Clean units when vacated

Responsibilities During Renovation:

- Driving residents to assigned hotel(s) as needed during renovation
- Assisting selected residents with packing, unpacking and moving boxes from their existing units to their temporary unit assignments and back
- Other related duties as assigned by Property Manager and Relocation Coordinator



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QUALIFICATIONS:

- Chinese speaking highly desirable.
- Clean DMV record and valid driver's license.
- Knowledge of building janitorial and basic repairs.
- Knowledge of tools and equipment used in building janitorial/maintenance and how to use them safely and responsibly.
- General understanding of commonly acceptable residential janitorial/maintenance quality standards and construction practices.
- General knowledge of locally adopted building, plumbing, electrical, mechanical and fire codes.
- General knowledge of Company policies, federal, state and local laws, government regulations and agency rules that pertain to properties managed.

Send Resumes To:

Attn: Hiring Department

Email: jscosupport@todco.org

(Please reference Woolf House Janitor in the subject line)

No Phone Calls Please



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