



RED Development

Job Title: Housekeeping/Facility Technician
Reports To: Operations Manager
DOL/FLSA Status: Full-Time/Non-Exempt

A. RESPONSIBILITIES AND DUTIES

Summary

Responsible for the day-to-day housekeeping of the buildings and grounds associated with the property to provide an impeccable and safe environment for all shoppers, tenants and vendors.

Essential Duties and Responsibilities

Oversee and maintain buildings and grounds by providing janitorial services, necessary restroom servicing, cleaning common area such as play area, service hall, seating area and utility areas and general grounds-keeping. Collecting litter that blows throughout the property, focusing on landscaping areas, sidewalks and walkways, ring roads, berms, parking lot, back of house areas, retention ponds, and roofs and along the perimeter of the property.

Remove trash by emptying trash containers and relining the containers, transporting materials to disposal area, recycling materials such as cardboard.

Be familiar with roof access to each building, water and gas shutoffs, and irrigation.

Keep shop areas in broom swept condition and mall storage.

Provide service and assistance to customers and tenants as the on-site representative. Assist customers with directions and general customer service. Clear walkways of snow and ice as necessary.

Provide daily logs to report all information to Operations Manager.

Pressure wash areas as directed.

May be required to perform minor general maintenance to property and assets as needed within job knowledge and skillset.

B. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Required: High School Diploma or GED equivalent. A minimum of 2 years of commercial janitorial/maintenance experience.

Language and Communication Skills

Must be able to read, write, speak and comprehend English effectively to understand written and verbal instructions, SOPs, etc.

Reasoning Ability

Ability to make good common-sense decisions and understand the defined lines between Owner responsibilities and Tenant responsibilities. Able to offer solutions and think outside the box.

Other Skills and Abilities

- Reliable and dependable
- Organized
- Self-motivated and proactive
- Positive attitude
- Customer service orientation
- Able to take direction
- Previous OSHA or safety training a plus

Work Environment

This job operates in both inside and outside work; Work outside on building roof; regularly exposed to both hot and cold weather, dust, fumes, odors, noise, etc.

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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to occasionally lift supplies up to 20+ pounds.

Disclaimer

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name Printed: _____

Employee Signature: _____

Date: _____