

HISPANIC HOUSING DEVELOPMENT CORPORATION – Janitor

SUMMARY

The **Janitor** position is responsible for keeping interior, exterior, common areas, vacant units, sidewalks, and alleyways of property clean and safe. Also will be expected to assist in other types of basic maintenance when necessary including landscaping. Janitors will also be expected to know and uphold safety policies on the job.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- ◆ Sweeps and mops or vacuums all hallways.
- ◆ Cleans all common areas, vacant apartments, parking lots, sidewalks/alleyways, and on-site management offices.
- ◆ Maintains lawn care by picking up trash and mowing/blowing leaves/shoveling snow.
- ◆ Maintains plumbing.
- ◆ Ensures proper use of equipment, safety procedures, safety equipment in accordance to OSHA, industry manufactures and HHDC standards.
- ◆ Maintains proper storage, use and disposal of all hazardous materials and chemicals in accordance to local, state, federal and manufacture guidelines

MINIMUM QUALIFICATIONS

- ◆ High school education or equivalent
- ◆ Full-time janitorial experience
- ◆ Compatible with wide range of people
- ◆ Plumbing and mechanical aptitude
- ◆ Good safety habits
- ◆ Trustworthy
- ◆ Bilingual (English/Spanish) a plus
- ◆ Vehicle, insurance and good driving record.

EOE

Important: Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to 312-602-6530, Attn: HR or email to recruiting@hhdevcorp.com.

Principals only -- No Recruiters