

Maximum Accessible Housing of Ohio (MAHO)

Position:	Custodian
Exemption Status:	Non-Exempt
Primary Report:	Operations Director
Secondary Reports:	Executive Director, Assistant Executive Director

Position Summary

The Custodian's role is to handle cleaning and minor maintenance primarily at Cotman Vistas in Cleveland and Pine Tree Vistas in Parma. The Custodian may be asked to assist with other MAHO properties. This position works as a team with management and administrative staff to facilitate the mission *to develop and/or facilitate options in housing for persons with physical disabilities.*

Core Job Responsibilities

Interior Tasks

- Complete Daily Checklist including:
 - Clear garbage from trash rooms and offices
 - Mop floors
 - Clean all areas of the properties including but not limited to halls, elevators, restrooms, administrative & maintenance offices, and other places as assigned
 - Routinely buff the floors in hallways and community areas
 - High dust and check emergency lights
- Strip/wax floors
- Be responsible for the Emergency Pager as assigned
- Perform light plumbing, electrical and maintenance-related repairs as assigned
- Assists with turnovers as assigned
- Assists with Preventative Maintenance tasks as assigned
- Check property daily to identify any immediate problems

Exterior Tasks

- Assist with Snow Removal per the Snow Removal policy
- Use and care of powered and hand-operated equipment
- Mow green area and trim the same
- Spread fertilizer and chemicals on lawn as needed
- Keeps plant beds edged, clean, and free of weeds
- Keep drainage areas clear for proper water flow
- Keep grounds clear of litter or debris
- Clean vestibules at each doorway

Administrative Tasks

- Check e-mail at least once daily and correctly respond to e-mails
- Assist in preparations for REAC Inspections
- Distribute paperwork as assigned in a timely fashion
- Complete work order paperwork including the initial correspondence in the work order log
- Assist with the turnover paperwork
- Maintain cleaning and maintenance supply lists
- Provide weekly report and checklist to Operations Director
- Refer tenants to appropriate staff members.
- Assist other staff in any and all special projects related to the organization.
- Other duties as assigned

To apply, send resume and cover letter to mahofohio@gmail.com or fax to 216-231-8008.