

Maximum Accessible Housing of Ohio (MAHO)

Position:	Custodian, half-time
Exemption Status:	Non-Exempt
Primary Report:	Administrative Director
Secondary Reports:	Facilities Director

Position Summary

The Custodian's role is to perform cleaning, minor maintenance, and landscaping tasks at various MAHO apartment communities. This half-time position works as a team with facilities and administrative staff to facilitate MAHO's mission: *Through housing, advocacy, and education, we advance accessible and inclusive communities where all people can thrive.* Locations: Parma (primary) and Avon Lake (secondary).

Core Job Responsibilities

Tasks

- Complete routine cleaning tasks, including:
 - Clean all areas of the properties including, but not limited to halls, elevators, restrooms, administrative and maintenance offices, and other places as assigned
 - Clear garbage from trash rooms and offices
 - Mop floors
 - Routinely buff the floors in hallways and community areas
- Strip and wax floors
- Perform light plumbing, electrical, and maintenance-related repairs as assigned
- Landscaping tasks, including grass cutting
- Assist with unit turnovers as assigned
- Assist with preventative maintenance tasks as assigned
- Assist other staff in special projects as assigned
- Assist with snow removal
- Other duties as assigned

* Preferred Knowledge, Skills and Abilities

- Ability to work without supervision
- Reliable transportation to get to MAHO properties
- Ability to lift up to 50 pounds
- Knowledge of proper cleaning methods
- Ability to use and care for powered and hand-operated equipment
- Some maintenance experience
- Basic computer skills in MS Office, Internet, and e-mail
- Ability to work with diverse people

Send cover letter and resume to: maxhousing.hr@gmail.com or fax to 216-231-8008.

Note "Custodian" in the subject line.

No phone calls.

* NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.