

<b>full Job Description</b>
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Ensures the physical aspects of the community are maintained and standards are met regarding the grounds, amenities and overall curb appeal and provides support to the service team members.

<b>JOB DESCRIPTION</b>
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Essential Responsibilities:

1. Inspects the community throughout the day to remove litter, debris, and pet droppings and ensure all common areas and amenities are neat and free of litter at all times.

2. Removes trash and remaining items from vacant apartments prior to starting the make-ready process, transfers trash to dumpster or storage area as applicable, and cleans and maintains storage areas.

3. Completes assigned minor and routine service requests as requested by Maintenance Supervisor and/or General Manager, and assists the make-ready specialist in the turn process.

4. Changes all locks in accordance with the property's policy and ensure gates to all pool areas are working according to codes and safety standards.

5. Distributes notices and communications to residents as necessary.

6. Informs appropriate supervisors of any observed hazard or potentially dangerous situation for residents, team members, guests and others.

7. Demonstrates customer services skills by treating residents and others with respect, answering resident questions, and responding sensitively to complaints about maintenance services.

8. Complies with safety and risk-management policies by attending and participating in the property's routine safety meetings, completing required training on OSHA and other safety related laws and requirements, and by reporting accidents and incidents promptly and accurately.