

Porter/Groundskeeper

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Company: KETTLER

Location: Hummelstown

Category: other-general

Overview

KETTLER currently has an opening for a Porter/Groundskeeper at Waterford at Summit View and Cumberland Pointe in Hummelstown and Mechanicsburg, PA. If you have a good work ethic, a passion for helping people, and want an opportunity to learn and grow, KETTLER is the place for you!

Under the direction of the Maintenance Manager and Community Manager, the Porter/Groundskeeper is responsible for performing grounds and housekeeping services to ensure excellent curb appeal and quality of apartment homes, as well as responding to related service requests.

Pay rate: \$14.00/hour - \$16.00/hour.

Responsibilities

Grounds and Housekeeping Services

Perform grounds and housekeeping services according to policies and procedures

Ensure curb appeal of property and common areas by cleaning windows, floors and carpets, watering landscape, replacing light bulbs, and finishing a variety of other tasks

Complete Painting, removing of trash and cleaning of apartments for apartment turnovers as assigned

Assist with the organization of maintenance materials, informing the Maintenance Manager of supply needs and keeping the storage area locked and organized

Walk the property daily, prepare the model and market ready units

Complete all tasks on time per company safety policies. Notify managers of any safety or deferred maintenance concerns. Participate in safety meetings

Carry out light maintenance duties as qualified and participate in additional training and certification classes as desired

Perform other duties as required

Customer Service

Complete service requests as directed same day or within 24 hours including delivering notices, moving major appliances.

Deliver notices to residents when asked and

Ensure excellent customer service with same day or maximum 24 hour follow up on all service tickets

Available for weekend work and emergencies if needed

Qualifications

High School Diploma or GED highly preferred

Strong English verbal and written communication skills

Ability to walk the grounds and apartments, ascend stairs around the property, lift 60 lbs., climb ladders over 10 feet, and perform other general physical activities such as bending, kneeling, pushing

Prior custodial, housekeeping, or apartment experience preferred

Options

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