



## **POSITION DESCRIPTION**

Position: Resident Caretaker

Status: Non-Exempt

Immediate Supervisor: Property & Program Development Specialist

### **Scope:**

In order to properly accomplish the duties of Resident Caretaker, employee is required to live at the HRA apartment complex s/he is assigned to and makes her/himself available to the residents during the weekdays, evenings, nights, holidays and weekends to provide HRA representation for any contingencies which may arise.

At all times, this employee is to maintain the integrity of the Authority in the operation of his/her duties and dealings with the residents, other HRA staff, and the public.

### **Organizational Relationship:**

- Reports directly to the Property and Program Development Specialist

### **Job Responsibilities:**

- Patrol premises on a regular basis to make him or herself visible and accessible to the residents, to keep out trespassers, to prevent disturbances or malicious damage, keep premises locked as directed, open/close/lock windows as directed. Note any problems and report them to the supervisor.
- Be available to assist locked-out residents.
- Be available to be on-call and prepared to react to emergencies.
- Be on-site from 8:00 p.m. to 7:00 a.m. Monday – Thursday, unless prior approval granted by supervisor.
- Weekend and holiday on-call rotation for all HRA complexes.
- Ensure that all common areas are neat, clean, and safe.
- Perform general cleaning of common areas, which include lobbies, hallways, community room, tub room, sitting rooms, restrooms, entrance vestibules.
- Perform light maintenance on building grounds by picking up trash and weeding planters/any Authority planted bush/flower areas.
- Shovel main walkways to ensure safe exit of the premises by residents as needed until Maintenance staff are able to clear all walkways. Apply de-icer, as needed.
- Report on potential issues at the premises, whether interior or exterior.
- Uphold HRA rules and regulations; notify supervisor of residents in violation of HRA rules and regulations.
- If agreed upon, may also perform periodic unit turnover cleaning duties for an hourly wage.
- Perform other tasks as assigned by the supervisor(s).

**MINIMUM QUALIFICATIONS:**

- Knowledge of safe, practical, and typical cleaning procedures
- Ability to communicate with residents, staff, and members of the public (contractor's, etc.)
- Ability to work independently and initiate work tasks and follow through on them
- Ability to exert moderate physical effort to perform the position's essential functions
- Ability to understand and follow applicable instructions/directions
- Ability to work flexible hours
- Valid Minnesota Driver's License and access to a reliable vehicle

*THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE. THE EMPLOYEE WILL ALSO PERFORM OTHER RELATED DUTIES ASSIGNED BY THE IMMEDIATE SUPERVISOR.*

*THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.*

*The Itasca County HRA is an Equal Opportunity Employer*