

HK||HallKeen

Job Title: Custodian

Location: Coady School Residences, Bourne, MA 02532 and

The Henry T. Wing School, Sandwich, MA 02563

Hours: Part Time, 20 Hours per Week

Job Description

Massachusetts based Real Estate Management Company is seeking a qualified, motivated and responsible Custodian; 20 hours per week. Position involves travel between two properties; Bourne and Sandwich. Duties include, but are not limited to, daily upkeep and cleaning of building interiors, common areas, grounds, and trash removal.

Primary Responsibilities

- Daily property wide custodial needs
- Daily property walk / trash pick-up
- Assisting with daily service needs as assigned
- Ability to work independently

Requirements

-Individual must have excellent interpersonal and verbal skills in order to interact daily with residents.

-Valid driver's license

The position offers the right candidate the opportunity to enhance their current skills and acquire new knowledge. This is not just a job but a career in residential property maintenance that offers new and interesting challenges on a daily basis.

If you are interested in applying or know someone to refer for the position, please e-mail resume to JRudowski@hallkeen.com