



**Job Title: Janitor/Cleaner**

**Location: East Canton Apartments 109 East Canton Street Boston, MA 02118**

**Hours: Full Time 40 hours per week**

**Job Description:**

HallKeen Management is seeking a qualified, responsible, motivated and reliable full-time Janitor/Cleaner. Individual should have experience in basic building maintenance and cleaning, and must be able to work independently. Duties include but are not limited to daily upkeep and cleaning of building common areas and grounds. Trash removal preparation including twice-weekly dumpster and recycle bin transfer for early morning city pick-up. Position also includes general maintenance repairs and snow removal. On-call responsibilities for snow removal required. Individual must possess excellent customer service skills.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Karen Moreno at [kmoreno@HallKeen.com](mailto:kmoreno@HallKeen.com)**