



**Job Title: Maintenance / Heavy Housekeeper**

**Location: Heywood Wakefield Commons Gardner, MA 01440**

**Hours: Full Time 32 Hours**

**Qualifications/Standards Required for Employment:**

- High School, Technical or Vocational School diploma or G.E.D Certificate.
- Ability to read, speak, write and understand the English language fluently.
- Previous heavy or housekeeping experience.
- CORI check required

**Duties and Responsibilities:**

The applicant must be able to perform the following functions:

- Must be able to lift 50lbs.
- Must not have any allergies to common commercial & household cleaning chemicals.
- Must be able to take instructions and work independently.
- Some general cleaning of apartments and building including but not limited to washing walls, toilets, floors vacuuming etc.
- Will be expected to perform various floor care such as carpet and spot cleaning, shampooing, extracting and bonnet buffing along with application to vinyl flooring including striping, finishing,
- waxing and high speed buffing.
- Knowledge of high speed and low speed buffers and correct application of pads and products associated with such machines.
- To adhere to all policy in the employee handbook
- Other duties as assigned.
- Shoveling and snow removal from sidewalks, etc.
- Other duties as assigned.

**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. Employee referral bonus, and resident referral bonus.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 978-632-8280 or [Tmcmullen@hwcommons.com](mailto:Tmcmullen@hwcommons.com)**