

HALLKEEN MANAGEMENT

Job Title: Porter/Groundskeeper
Location: Villa Nueva Vista, Springfield, MA 01107
Hours: Part- Time – 20 Hours

Job Description:

HallKeen Management has an opening for a part time Groundskeeper at Villa Nueva Vista in Springfield, MA. Duties include, but are not limited to, general cleaning of common areas, removing trash/leftover items from recently vacated apartments, picking up trash on the grounds, and cleaning of vacant apartments. Perform special, periodic cleaning projects as assigned by the Maintenance Director. Participate in site Safety Meetings. Use safety equipment and wear safety clothing as directed by the Maintenance Director.

Individual must possess a good work ethic, be a self-starter and be able to do the job to completion with little supervision. Hours are primarily Monday through Friday, but require some flexibility for occasional weekend work and possible on call duties.

Equal employment opportunity

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