



## JOB ADD POSTING

<b>Job Title:</b>	Custodian/Porter/Groundskeeper	<b>Job Code/ Req #:</b>	4000
<b>Location:</b>	Atlanta, GA	<b>Travel Required:</b>	Locally
<b>Salary Range:</b>	TBA	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Schreka McKinney		
<b>Date posted:</b>		<b>Posting Expires:</b>	Until Filled
<b>External posting:</b>	Yes	<b>Internal posting:</b>	Yes
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (404) 745-0055 or <a href="mailto:hr@condominiumconcepts.com">hr@condominiumconcepts.com</a> <b>Subject Line: Attention:</b> [HR Department RE: Job Code/Req# and Title]			
<b>Job Description</b>			
<p>The custodian is responsible for keeping ALL common areas, amenities and offices clean and attractive. Duties also include changing light bulbs as necessary, removing trash from the grounds, water the grounds as necessary, cleaning exterior public areas, removing snow and ice from public areas and performing any other duties as directed by the Maintenance Supervisor or the Property Manager.</p> <p><b>ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Keeping ALL common areas, amenities and offices clean and attractive</li> <li>• Changing light bulbs</li> <li>• Removing trash from the grounds</li> <li>• Water the grounds</li> <li>• Cleaning exterior public areas</li> <li>• Removing snow and ice from public areas when necessary</li> <li>• Any other duties directed by the Maintenance Supervisor or Property Manager</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>	Schreka McKinney	<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	