



Employment Ad Caretaker – Part-Time

First Select Property Management is seeking a self-motivated, customer-oriented individual to support Rapid Court Apartments, located in Coon Rapids, in the important role of part-time Caretaker of this 14-unit community.

The ideal candidate is a detail-oriented individual who takes pride in and understands the importance of providing a professional, clean, safe and attractive living environment for our residents – both inside and outside the building.

Why join the First Select Team?

- The Caretaker position is a great opportunity for you to live onsite and earn a partial rent credit
- Flexible work hours
- Great team

Job responsibilities include, but are not limited to:

- Clean common areas such as laundry rooms, halls and entryways (sweeping, washing, mopping, vacuuming, dusting, etc.)
- Clean vacant units when they turn over, which requires being available on the last day of the month and the first day of the next month to turn apartments in 24 hours
- Walk and inspect the building and property, pick up trash in hallways and on grounds as needed and identifying building needs
- Perform snow and ice removal from entries and sidewalks
- Trash removal from common areas
- Interact professionally and responsively with residents and coworkers

The Ideal Candidate has:

- Experience in cleaning buildings and maintaining grounds, however we are willing to train
- Knowledge of cleaning techniques, excellent cleaning skills and attention to detail
- Effective communication skills to interact with our residents and the First Select team
- Ability to perform the physical requirements of the job, such as: regularly walk the property, climb stairs and ladders, push/pull items such as vacuum cleaners and snow blowers, shovel snow, lift up to 50 pounds, work in all MN weather conditions, and perform other physical tasks related to independently cleaning all areas of apartments, building and grounds.

If this sounds like the perfect opportunity for you, please send your resume with salary requirements to info@firstselect.net

