

Memo

To: Program Directors

From: Sarah Childress

Date: December 4, 2019

Re: Position Openings

These position is currently open. Please forward this to your employees.

Job Title: On-Site Custodian

Location: Spring City

Program: Affordable Housing

Position Summary: Assist with locking and unlocking community areas and doing light clean-up as needed.

Duties and Responsibilities:

- Locks and unlocks laundry room as needed.
- Cleans empty apartments and community areas as needed.
- Delivers notices for managers and helps with activities as needed.
- Might assist manager and maintenance with replacement of return air filters and light bulbs as needed.

Education:

- High school diploma or GED preferred.

Experience and Skills Requirements:

- Ability to deal tactfully with staff and tenants, make good decisions and give careful attention to work.

Hours and Benefits: Position is part-time; Non-Exempt

To Apply: Send resume to: DCEA Human Resources, Attn: On-Site Custodian, P.O. Box 1218, Morristown, TN 37816. EOE.