

Property Cleaner and Grounds Keeper

Who We Are:

Three Sixty Real Estate Solutions is a remarkable, fully vested, full-service residential, retail and commercial development and leasing company. Our success comes from years of successfully planning, developing and managing commercial and residential real estate property. We bring significant value to property owners, residents, businesses, communities and employees. Our vision is to serve our customers to the highest industry standard and provide quality outcomes for all our partners.

Position Description:

The property cleaner and grounds keeper will be responsible for the day-to-day curbside appeal, grounds keeping, interior and exterior cleaning of various multi-family and commercial properties.

Major Area of Responsibility

The position will be responsible for apartments and commercial properties in the La Crosse area and will include:

- Daily curbside appeal of the properties
- Grounds keeping of properties
- Common area cleaning
- Snow and ice removal from all entryways, sidewalks and other as needed.
- Apartment cleaning
- Painting

Primary Objectives:

This position will:

- Maintain the physical assets to a standard of care that emphasizes high quality, continuous improvement, and high performance.
- Complete described tasks in a prompt, efficient and positive manner.
- Work independently to achieve a level of quality which is excellent in appearance as directed by the Property Manager and/or Leadership Team

Specific Responsibilities of the Job

- Daily Curbside Appeal
 - Pick up and dispose of garbage around properties
 - Sweep, vacuum and clean entryway's of buildings
 - Wipe down handrails
 - Spot clean walls, windows, glass doors, entrance doors and common areas
 - Ensure physical appearance of the property is welcoming and attractive at all times
 - Ensure that the interior spaces smell clean and fresh
- Snow and Ice Removal
 - As needed during winter months keep snow and ice from accumulating on sidewalks as a supplement only to sub-contracted labor

- Apartment Turnover Duties
 - Periodically make apartments ready for showings, which may include painting, light maintenance, floor cleaning, and general cleaning.
- After Hours On-Call
 - Answer and respond to after-hours emergency calls

Required Knowledge, Skills and Abilities

- Demonstrate excellent written and oral communication skills
- Demonstrate a high degree of analytical and problem solving abilities
- Experience in maintenance, and/or property management field is preferred
- Demonstrate a high degree of motivation; be performance and results oriented
- Demonstrated ability to work independently and be a self-starter
- Exercise sensible judgment to make decisions that benefit the residents, property owners and fellow employees.
- Ability to successfully, positively and pro-actively manage our critical relationships with customers, service providers and fellow employees
- Demonstrated ability to meet self-initiated and team initiated deadlines
- Must serve the customer at a high level of excellence at all time.

Education and Experience

- High school degree or equivalent
- Minimum of three (3) years of maintenance or property management experience preferred

Physical Demands

- Must be able to lift 75 pounds
- Must be able to see and hear to effectively carry out duties
- Must have a valid driver's license and be insurable

Work Environment

- Will treat all customers, fellow team members, and service providers with respect, dignity and candor.
- Will work with intensity and diligence on all tasks while following all safety recommendations and guidelines.
- Shall be prompt in responding to all communication from the office and direct supervisor.

** The above is a general outline and is intended to highlight specific responsibilities of the employee. This list is not intended to be inclusive of all tasks or duty of the employee. The employee may be requested to perform reasonable tasks not indicated in this description but relative to the successful operations of the properties.

Compensation and Reviews:

- 1) \$12.50 per hour based upon a 40 hour work week.

- 2) Performance reviews will take place at 90 days, and annually thereafter as well as at the direction of the Leadership Team.
- 3) The position is qualified to receive performance bonuses, and become vested in the 401(k) retirement benefit after six months of continuous employment.
- 4) A work vehicle is provided. In the event a vehicle is not available, you will be reimbursed for mileage at the current federal mileage reimbursement rate.
- 5) A work phone is provided
- 6) A monthly tool allowance is provided of \$25.00 per month. You may elect to accrue this allowance up to 6 months at one time for a larger purchase.