

## **Porter/Grounds Keeper– Beaumont Texas**

### **ESSENTIAL FUNCTIONS:**

- Removing and disposing of trash on property grounds (i.e. cigarette butts, dog feces, soda cans, broken tree limbs, etc.)
- Removing and disposing of trash in laundry rooms and around mailboxes
- Removing and disposing of trash from vacant apartment units as needed
- Sweeping and cleaning trash dumpster areas daily
- Sweeping and blowing entranceways, sidewalks, breezeways, and curbs
- Completing landscape changes including, but not limited to, plant installation and weeding
- Watering and weeding flowerbeds; removing dead shrubs and trees
- Placing sprinkler hoses and moving them throughout the day
- Putting away lawn equipment (sprinklers, hoses, etc.) at the end of each workday
- Assisting Property Manager in tagging broken down cars and delivering notices/newsletters to residents
- Assisting with maintenance of exterior lights as needed
- Repairing broken fences, cleaning exterior light globes, painting curbs, and replacing/repairing screens
- Cleaning rain guttering as needed
- Completing all job-related tasks assigned by Property Manager

### **REQUIRED SKILLS/ABILITIES**

- Must be hardworking
- Must be able to read, speak and understand English for business purposes
- Must be able to successfully complete a pre-employment background check
- Must be able to stand, walk, climb stairs and ladders; use hands to finger, handle, grasp or feel objects; reach with hands and arms; stoop, kneel or crouch
- Employees may also be required to lift heavy objects up to 75 pounds with the assistance of a dolly and another employee.

### **EDUCATION & EXPERIENCE:**

- Apartment complex experience preferred
- High School Diploma or equivalent

### **BENEFITS OFFERED:**

- \$10-an hour

- Health insurance
- Apartment discount
- Bonuses

**Hours:**

- 8:00am – 5:00pm (must be available to be on call as needed)