



## Job Description

**Title** Caretaker (part-time to full-time)

**Department(s)** Support

**Reports to** Chief Executive Officer

### Job summary

The employee(s) fulfilling this position will be required and expected to perform all assigned responsibilities with honesty, integrity, and professionalism. Care - refers to any and all work needed to keep the properties managed by Matik Management, LLC in a clean and well-kept manner.

This position seeks a detailed, self-motivated individual that can work under minimal supervision. This position requires flexibility in schedule – both Monday thru Friday, and some weekends.

### Summary of essential job functions

Cleaning of common areas of multi-unit properties on a weekly basis

Exterior Grounds Cleaning

Cleaning of apartments/houses in between occupancies

Minor Painting

### Minimum requirements

Perform assigned tasks in a timely and efficient manner

Record all work done; including location, tasks performed, and time spent

Log supplies in and out as needed

Report any problems to management

### Other Requirements

A valid driver's license and proof of insurance

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not to be taken as an exhaustive list of all responsibilities, duties, and skills required.

An employee may be requested to perform duties outside of their normal responsibilities from time to time, as needed.