YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION

www.yndc.org 330.480.0423 820 Canfield Road, Youngstown, Ohio 44511

Housekeeping Team Member

Job Description

Title: Housekeeping Team Member
Work Schedule: Full-time, 40 hours per week
Compensation: $22 per hour, plus benefits, 401(k) matching, Paid Time Off, Healthcare/Dental/Vision

Under the supervision of the Real Estate Development Program Assistant, the Housekeeping Team Member will clean and assist with maintaining YNDC's facilities, rental properties, and real estate development projects.

SKILLS/QUALIFICATIONS

1. Experience in cleaning and basic property maintenance, including basic home repairs and painting.
2. Valid driver's license and ability to be added to YNDC vehicle insurance.
3. High level of organization and attention to detail.
4. Ability to manage relationships with YNDC team and tenants.
5. Ability to follow systems, processes, and protocols to EXACT specifications.
6. Ability to effectively communicate verbally and in writing.
7. Ability to operate trucks and other equipment safely is required. CDL is NOT required.
8. Ability to proactively solve problems with sound judgment and intuition.
9. Ability to work independently of and in collaboration with other staff of the organization.
10. Ability to obtain EPA Lead Renovation, Repair, and Painting (RRP) certification.

RESPONSIBILITIES

1. Work effectively and efficiently to complete projects in a highly self-directed atmosphere.
2. Complete routine cleaning and maintenance at all YNDC facilities and rental properties.
3. Complete cleaning and basic repair work to residential and commercial properties as assigned.
4. Maintain timely and correct time sheets, material lists, and other paperwork as assigned for all jobs.
5. Report regularly and maintain clear communication with the Housing Program Assistant.
6. Keep assigned vehicles clean and properly maintained.
7. All other duties as assigned.

To apply, please send cover letter and resume to tsokol@yndc.org
NO PHONE CALLS PLEASE.
YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.