

## **Groundskeeper/Custodian**

The primary purpose of this position is for the overall upkeep of the exterior and interior of the property by maintaining cleanliness and order; promoting an attractive; and safe environment.

**Essential duties and responsibilities** include the following:

- Keep housing area, management office, and landscaping clean by inspecting property each morning by picking up any trash littering the grounds.
- Ensures community center and common areas are kept clean, including picking up trash; sweep floors; remove dated notices from bulletin boards, etc.
- Replace light bulbs in common areas and breezeways as needed.
- Performs general custodian duties as requested, including the cleaning of restrooms.
- Shovels snow from walks and driveways.
- Spreads salt on public passageways to prevent ice build-up.
- Waters lawn and shrubs.
- Cleans out drainage ditches and culverts as needed.
- Coordinates and assist with the removal of bulky item pick-up.
- Maintain cleanliness around trash dumpsters daily.
- Assist with apartment make-readies as requested, including trash vacant units; caulk; check appliances; smoke detectors, etc.
- Clean air conditioning vents and replace filter in all vacant apartments.
- Assist with community room setup for meetings.
- Perform light painting duties as directed.
- Assist maintenance mechanic team as needed.
- Establishes and maintains necessary cleaning supplies.

**Individuals must have the following qualifications:**

- High school diploma/GED.
- A minimum of six (6) months of maintenance or cleaning of public housing and grounds or an equivalent combination of education and experience

Interested applicants should provide resume or fill out application at:

Housing Authority of Kansas City, MO,  
Administrative Services Department,  
920 Main Street, Suite 701, Kansas City, MO 64105.  
Email: [tgumbel@hkc.org](mailto:tgumbel@hkc.org) FAX: 816-285-4225

EOE