

Property Manager

Job Summary

Contractor to keep buildings and grounds in a clean and orderly condition. Perform duties such as cleaning floors, shampooing carpets, washing walls and glass, and removing rubbish. Duties will include performing routine maintenance activities, notifying trustees of need for repairs and cleaning snow or debris from sidewalks.

Primary Responsibilities

Indoors

- Clean building floors by sweeping, mopping, scrubbing or vacuuming them
- Gather and empty trash
- Service, clean and supply restrooms
- Clean and polish furniture and fixtures
- Clean windows, glass partitions and mirrors using soapy water or other cleaners, sponges and squeegees
- Use cleaning solutions to remove stains and clean surfaces
- Dust furniture, walls, machines and equipment
- Steam-clean or shampoo carpets
- Strip, seal, finish and polish floors
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created
- Move heavy furniture, equipment and supplies either manually or by using hand trucks
- Set up, arrange and remove decorations, tables, chairs and ladders to prepare facilities for events such as banquets, meetings, weddings and funerals
- Perform minor repairs to walls, touch-up paint and replace light bulbs etc. as required
- Spray insecticides and fumigants to prevent insect and rodent infestation

Outdoors

- Mow and trim lawns and shrubbery using mowers and power trimmers
- Clear debris from grounds
- Remove snow from sidewalks using snow blowers and shovels, and spread snow melting products
- Fertilize front lawns
- Use herbicides as required to keep grass free from weeds
- Spray pesticides to keep grounds reasonably free of wasps and other insects
- Manually keep flower beds and pots free of weeds

Notes: front lawns should be mowed at least once per week, and back lots mowed once every three weeks. Fertilizer should be applied to front lawns twice per year. Sidewalks must remain clear of snow during regular business hours and special events. Two year contract preferred.

Church to Supply: Soap for dispensers, paper towels for dispensers, light bulbs, garbage bags for interior garbage bins.

Contractor to Supply: own equipment & necessary tools, fertilizer, sidewalk salt, liability insurance.

Please submit bids in person at St. Paul's Lutheran Church or by email to office@stpaulsteinbach.org by Dec. 15, 2017