

Caretaker/Porter

Shift, Schedule & Pay

- Monday to Friday (occasional weekends/on-call rotation)
- \$18 - \$24 a hour - Full-time

Full job description

We are seeking a dependable, hands-on **Caretaker/Porter** to support daily operations at two apartment communities in Eau Claire. This role is essential to maintaining the cleanliness, curb appeal, and overall resident experience—especially at Station955, which is currently in lease-up. The ideal candidate takes pride in their work, notices the details others miss, and enjoys keeping communities looking their best.

Key Responsibilities

Community & Grounds Care:

- Maintain cleanliness of common areas, hallways, lobbies, clubrooms, fitness centers, and restrooms.
- Sweep, mop, vacuum, and clean interior spaces daily.
- Monitor and maintain exterior curb appeal, including entrances, sidewalks, and parking areas.
- Assist with snow removal, salting, and seasonal grounds upkeep.

Trash & Recycling:

- Manage daily trash and recycling removal.
- Keep dumpster and compactor areas clean and orderly.
- Ensure trash rooms and enclosures meet health and safety standards.

Leasing Support/Turn Cleaning:

- Help prepare apartments and common areas for showings, move-ins, and events.
- Perform unit touch-ups and turn cleaning as needed.
- Support the leasing team by ensuring the community is tour-ready at all times.

Maintenance Support:

- Assist maintenance team with light tasks (changing light bulbs, replacing air filters, minor repairs).
- Report maintenance issues, safety concerns, or damages promptly.
- Conduct regular property walks to identify issues before they become problems.

Safety & Professionalism:

- Follow all safety protocols and company procedures.
- Interact professionally with residents, prospects, vendors, and team members.
- Represent the community in a positive, helpful manner at all times.

Qualifications:

- Prior experience in janitorial, porter, groundskeeping, or apartment maintenance preferred.
- Ability to work independently and manage time effectively between two properties.
- Strong attention to detail and pride in maintaining clean, welcoming spaces.
- Ability to lift up to 50 lbs and perform physical tasks for extended periods.
- Reliable transportation between properties.
- Valid driver's license preferred.

Benefits:

- Health, Dental & Vision insurance
- PTO & Paid holidays
- 401(k) with company match
- Tuition reimbursement
- Opportunities for career advancement