



Northwest Neighborhoods CDC

6516 Detroit Avenue, Suite 1

Cleveland, OH 44102-3057

216-961-4242

Full-Time Cleaning Technician (Temp-to-Hire)

Northwest Neighborhoods CDC

Background and Position Summary

As a community-led organization, Northwest Neighborhoods equitably fosters diverse, vibrant neighborhoods that are physically and socially connected, where anyone can thrive. Northwest Neighborhoods is seeking a Cleaning Technician for a full-time, temporary-to-permanent role as a valued member of our team providing safe, healthy, affordable housing for residents. This position will begin with a probationary period through a partnering temporary staffing agency. The Cleaning Technician will contribute to a positive impact on our community by ensuring the optimal maintenance and functionality of our properties, both residential and commercial.

Summary of Job Description

This position will be responsible for maintaining safe and sanitary conditions in the organization's real estate portfolio. As a vital member of our maintenance team, this position will primarily focus on efficient and effective cleaning for routine cleaning and maintaining of common areas across 10+ buildings. There will be other cleaning and maintenance special projects assigned on an as needed basis, such as cleaning of vacant units. The Cleaning Technician will coordinate with the respective Property Services and Management staff to ensure responsibility for routine common area cleaning schedule, units are cleaned and ready to rent, respond to urgent cleaning needs as they arise, and support an excellent living and working environment for our residential and commercial tenants.

Reports to: Lead Maintenance Technician

Principal Responsibilities

- Perform regular cleaning tasks to uphold high standards of cleanliness and hygiene across all properties, including common area maintenance and overseeing cleaning as part of unit turnovers.
- Respond promptly to cleaning requests from Property Services and management staff, addressing these needs with efficiency and attention to detail.
- Follow itemized routine schedules and check lists
- Responsive to special cleaning projects as they arise
- Work independently to assess and prioritize cleaning tasks, contributing to the organization's overall maintenance objectives.
- Collaborate with fellow team members to coordinate efforts and maintain a cohesive approach to property upkeep.

- Uphold the organization's vision, mission, and values by delivering exceptional service and contributing to a positive living and working environment.
- Successfully complete the probationary period through the temporary staffing agency to transition to direct full-time employment.

Qualifications:

- Proven experience in cleaning and maintenance roles.
- Ability to work independently and efficiently, demonstrating strong organizational skills.
- Excellent communication skills to interact with tenants and fellow team members.
- Flexibility to adapt to changing priorities and respond effectively to urgent cleaning needs.
- Valid driver's license
- Commitment to supporting the community and contributing to the organization's overarching goals.
- Ability to use Microsoft Teams is not required, but is preferred
- Willingness to complete the probationary period through the temporary staffing agency.

Physical Demands:

May require reaching, standing, walking, climbing and the ability to lift or move objects up to 60lbs.

Working Conditions:

Availability for extended hours during peak periods and during on-call periods. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

NWN's Commitment to Equity and Inclusion

NWN is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ+ individuals are encouraged to apply.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Northwest Neighborhoods CDC. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

Compensation:

- Full-time position with annual salary of \$40,000 commiserate with experience, with opportunities for advancement
- Position begins with a temporary probationary period through a staffing agency. During this time there will be an hourly rate paid, after which candidates may have the opportunity transition to full-time employment with Northwest Neighborhoods.

- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment.
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long-term disability benefits.

SEND RESUMES AND COVER LETTERS TO:

Please e-mail or mail cover letter and resume to:

Northwest Neighborhoods CDC, Attn: Maintenance
6516 Detroit Avenue, Suite 1, Cleveland, Ohio 44102

E-MAIL: maintenance@nwneighborhoods.org

NO PHONE CALLS, PLEASE