



Homes for Generations

Caretaker/Light Maintenance – Full-Time

Organization Background:

Aeon is an award-winning nonprofit developer of high-quality apartments and townhomes for the Minneapolis/St. Paul metropolitan area, and serves more than 2,700 people annually. Established in 1986 as Central Community Housing Trust (CCHT), Aeon currently provides 1,669 units of quality, affordable housing in Minneapolis, St. Paul, Chaska and Roseville. Aeon's mission is to create and sustain quality affordable homes that strengthen lives and communities.

Position Responsibilities: We are seeking a highly motivated, dependable people to perform inside janitorial work, outside groundskeeping and light maintenance for residential properties.

- Caretaker responsibilities include but not limited to:
 - Cleaning interior common areas
 - Cleaning vacant apartments
 - Vacuuming, sweeping, mopping
 - Cleaning windows
 - Inside/outside debris removal
 - Seasonal duties: snow removal, salting, sanding / mowing the lawn, landscaping

- Light maintenance responsibilities include but not limited to:
 - Plumbing (snaking toilets, other light repairs)
 - Electrical (changing light bulbs, outlet covers, etc;)
 - Changing furnace filters
 - Installing blinds
 - Changing smoke detector batteries

Position Locations: Minneapolis

Skills and Qualifications: 2+ years of cleaning/light maintenance experience. Own basic tools, possess a valid driver's license and have current vehicle insurance. Must be able to obtain a Special Boilers License. Must be able to lift/carry 50 pounds. Candidate must also have strong people and problem solving skills, be a team player and possess a prideful work ethic.

Compensation: This position offers \$10.00-\$15.00 per hour (depending on experience). A full benefits package includes: health and dental insurance, vision insurance, life insurance, short-term and long-term disability, 401(a) and 403(b) retirement plans, paid time off and an employee assistance program.

Please submit resume to:

Aeon Management
Human Resources – Employment
708 North 1st Street
Suite 233
Minneapolis, MN 55401

OR: E-Mail: hr@aeonmn.org Fax: 612-455-0400

Position is open until filled.

Aeon values a diverse work environment. People of color and people with disabilities are strongly encouraged to apply. Equal Opportunity Employer.