
MARSHALLTOWN APARTMENTS
Cleaning/Maintenance person
Various apartment complexes, Marshalltown, IA

We are seeking an honest, mature, self motivated and enthusiastic individual to handle a wide variety of tasks at six complexes in Marshalltown. (Southern Hills, Santa Barbara Apartments, East Olive Apartments, Pharaoh's Valley, Brookview Terrace, and Olive Terrace.) There are a total of 279 apartment units, all in relatively close proximity.

We're seeking a nonsmoking person that is organized, flexible, personable, motivated, honest, and able to work largely unsupervised. The applicant must be willing to live on-site in a rent-free two bedroom apartment, or must live within a mile of one of the complexes. Applicant must also be accessible outside normal working hours for occasional emergencies and/or lock-outs. *A driver's license, good driving record, and a clear criminal record are required.*

This is a full time position, requiring between 32-40 hours per week. Hours are roughly 8:00 – 4:30 but may vary somewhat. Early, late, and weekend hours will occasionally be required for snow removal or other emergencies.

THE QUALIFIED APPLICANT WILL:

1. Be able to competently and respectfully communicate and interact with a wide variety of people. Personal intolerances for any group of people based on race, religion, national origin, socioeconomic status, gender, familial status, sexual orientation, or sexual identity is absolutely unacceptable.
2. Be able to efficiently clean vacant apartments, hallways, laundry rooms and other common areas, and pick up trash from yards and parking lots.
3. Assist with yard work, maintenance, shampooing carpet, and painting.
4. Assist with snow removal, which could be required on weekends and/or holidays.
5. Have the ability to easily climb stairs and sometimes lift or carry equipment and do other somewhat strenuous work.
6. Have the ability to work from a ladder.
7. Own a working and reliable automobile.
8. Be aware of all surroundings at all times and take note of things such as extra people, extra cars, pets, odd behavior, etc.
9. Help to maintain entire premises in such a way that it is appealing to existing tenants and prospective tenants.
10. Be on call for emergencies and lock-outs.
11. Widely varied misc. duties as needed.

COMPENSATION:

1. A rent free two-bedroom apartment at one of the complexes.
2. \$13.00 per hour. (\$14 per hour will be paid if applicant is unable to reside in one of the complexes.)
3. Health insurance through Wellmark & dental insurance through Delta Dental available after two full calendar months of employment. Current employee contribution is \$55.00 per paycheck for an individual, with Venture Management paying the rest. Adding a spouse or children is more expensive.
4. Short term disability insurance.
5. Paid holidays – New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving (2 days), Christmas (2 days). (Employee may be required to work on these dates if there is an emergency such as flooding or a snow storm, etc.)
6. 12 days of PTO in 2019, with one additional day each year following. 2 personal days per year beginning in 2019.
7. Contributions by employer into a Simplified Employee Pension (SEP) plan after 6 months employment. At this time, employer contribution is 3% of employee salary. Employee may also contribute up to 15% of his or her salary. Account is vested immediately.

*Interested persons should complete an online application at: <http://venturellc.com/careers/>
Please also submit a cover letter or note about why you would be a good fit for this job, and a photo ID.*