Full-Time Cleaning Technician
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 role as a valued member of our team providing safe, healthy, affordable housing for residents. 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 portfolio. As a vital member of our maintenance team, this position will primarily focus on swift and effective cleaning for preparing units alongside maintaining common areas across 10+ buildings. The Cleaning Technician will coordinate with maintenance and property management staff to ensure units are ready to rent, be responsible for routine common area cleaning schedule, respond to urgent cleaning needs as they arise, and support an excellent living and working environment for our residential and commercial tenants.

Reports to: Executive Director and Interim Maintenance Manager

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 maintenance and property 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.
**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.

**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 $34,500 - $36,000 commiserate with experience, with opportunities for advancement
- 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