



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434 • Phone 763-783-4747 • FAX 763-783-4700 • TTY 763-783-4724
E-mail: accap@accap.org



Maintenance Caretaker Position

Live on site building maintenance positions available for Apartments and Townhomes

Maintenance Caretaker Duties:

Hallways/Common Interior Spaces

- Carpet
- Walls
- Glass/Windows
- Laundry Room/Machines

Grounds;

- Clean-up
- Lawn Care
- Minor trimming of trees/bushes

Winter Care

- Shovel Walkways and Steps
- Salt & Ice removal of Walkways and Steps

Building Maintenance and Repair

- Replace lighting parts (glass, bulbs, ect)
- Replace switch/outlet plate covers
- Replace toilet seats
- Replace toilet flapper
- Change furnace filters or clean electronic filters and record date completed
- Operate water shut-offs as needed
- Complete lock changes
- Read meters
- Caulk as needed
- Hang blinds
- Touch up paint
- Clear minor plumbing clogs
- Replace minor plumbing parts such as faucets
- Small paint and repair jobs as needed

Shows units to prospective tenants and hands out applications. Must be able to lift 50 pounds. Must be able to pass a BCA and County background check and have positive rental references.

Compensation includes a generous rent credit, a phone credit, cash bonus for unit turns as well as the possibility of sporadic hourly compensation for specialized work as needed by the agency.