



NOW HIRING!!

**RECEIVE A KIRKWOOD /
TAHOE LOCAL SEASON PASS**

MEMORANDUM

To: Kirkwood Community & Greater Tahoe Area
From: Tara Gonyer – Operations Manager, Kirkwood Property Services (KPS)
Re: Full-Time Employment Opportunity – Homeowner Association (HOA) Attendant

All,
Kirkwood Property Services (KPS) is looking to fill the position of Homeowner Association (HOA) Attendant. The HOA Attendant will work directly with management to maintain and improve our properties across the valley. Job duties consist of but are not limited to:

Responsibilities:

- Maintains efficient day-to-day cleanliness of assigned properties to consist of but not limited to vacuuming, dusting, sweeping, mopping, removing minor carpet stains, trash removal, and general cleaning of all surfaces.
- Exhibits a proactive attitude to inspect and evaluate all aesthetic aspects of assigned properties in detail and provide observations to the management.
- Maintains cleaning supply inventories by checking stock regularly to determine inventory level; anticipating needed supplies; and placing and expediting orders for supplies with management as needed.
- Responsible for maintaining safety procedures and for complying with set standards.
- Retains the ability to adhere to a set weekly schedule and task list under limited supervision.
- Must be able to work flexible hours.
- Performs other work-related duties as assigned.

Knowledge, Skills and Abilities Required:

- Strong communication and interpersonal skills
- Must be customer service oriented.
- Ability to understand and follow directions as given.
- Ability to work with limited supervision.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Must have the ability to climb heights, lift up to 60 lbs. and utilize a ladder.
- Ability to work evenings and weekends as assigned.
- Use of miscellaneous office equipment
- Basic skills in Microsoft Office
- High school diploma/GED required.
- Ability to read, write, fluently speak, and understand English.
- Must have a valid driver's license.

Individuals interested in this opportunity should contact our corporate office at 209-753-0244 or tkeyes@kirkwoodcp.com.

Sincerely,

Tara Gonyer
Kirkwood Property Services (KPS)
1499 Kirkwood Meadows Dr. | PO Box 158 | Kirkwood, CA 95646
O (209) 753-0244