

MANAGER – CARETAKER JOB DESCRIPTION



To: Roscon Property Maintenance Pty Ltd
ABN 60 108 876 617 ACN 108 876 617
12 Leo Street Fawkner Victoria 3060
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Office Management

- Register all new residents with contact details etc
- Register all new residents that intend utilising gymnasium & pool
- Liaise with Residents — direct incoming and exiting of residents
- All new residents to be inducted, rules to be provided and any other necessary paper work.
- Meet & liaise with all Contractors
- Maintain all necessary records required
- Report and attend to any faults reported or visible
- Report prior to Body Corporate meetings
- Attend Body Corporate Meetings

Security

Exterior:-

- Daily check of building, paths gardens etc for damage
- Daily check of all common lighting
- Patrol car parks for damage and for unauthorised vehicles
- Daily check of lift operation to car park
- Daily check of electronic door that it is operational
- Adherence to body corporate rules.

Interior:-

- Internal patrol entrance and common areas
- Tenants moving in / out - induction to all new residents
- On Site Manager to be available 24 hours on mobile or office phone.
- Tenants/residents must abide by Body Corporate Rules Report any misuse or breach to Bodycorp Pty Ltd

Maintenance

DAILY

- Daily check that all common areas are immaculate
- Daily clean of front entrance lobby
- Daily clean of Swimming Pool & Gymnasium
- Check that all facilities are all working and operational
- Replace lights where possible.
- Garden maintenance (if necessary)
- Supervise Contractors on Site
- Daily check that Lifts are operational
- Daily check that rubbish rooms are free of rubbish & maintained in a clean and hygiene manner.
- Check Mail area for junk mail etc.

WEEKLY

- Replace supplies as necessary
- Check all signs
- Check rubbish collection
- Clean Mail Boxes
- Clean Common areas on each floor

MONTHLY

- Clean Waste Bins & Rooms , sanitise and deodorise
On all levels
- Check car parks for oil and request resident to remove
- General check of the property complex interior & exterior
- Liaise with Owners Corporation Manager regarding any issues to be reported to The Owners Corporation Committee
- Prepare Newsletter for residents

CONDITIONS:

SPLIT SHIFT:	Monday to Friday	8.00 am to 11.00 am 4-00 pm to 8-00 pm
	Saturdays	8-00 am -11-00 am
Package:	\$	Rent Taken out after Tax
Apartment:	2 Bedroom	Rent: \$ TBA
Annual Leave:	4 weeks	
Sick Leave:	10 days per annum	
Probation period:	3 Months	
Commencement:	/ / 2008	