

# LDF CHA On-Ste Resident Manager Vacancy Post



## Elks Point East & West

### Submit Letter of Interest to:

LDF Chippewa Housing Authority  
ATT: Executive Director Roxane Poupart  
PO BOX 187  
554 Chicog Street  
Lac du Flambeau, WI 54538

### Deadline to Apply:

Until filled

### Requirements: Mandatory Drug Test & Random Test thereafter, Pass Background Check

Details of the specific duties and responsibilities, as well as the specific obligations that the Chippewa Housing Authority will provide to you, are as follows;

1. Applicant must be a current CHA tenant at Elk Point East or West. The CHA will not assess any rent under the terms of a contract. The CHA housekeeping standards must be strictly abided by (a copy is attached)
2. Duties include, but are not limited to, and will be accomplished on a daily/weekly/monthly basis and as needed (Refer to the Elk Point Cleaning Schedule, which shall be posted on -site) (Monthly reports shall be submitted):
  - a. Clean all entry doors and windows – sweep and mop all entrances
  - b. Haul out all garbage from laundry area and entrances (interior and exterior)
  - c. Sweep entry ways/walls, sidewalks, and make them clear of any webs, bugs, cigarettes, debris, etc.
  - d. Wipe down handrails and walls in hallways
  - e. Clean laundry room, wipe down appliances, sweep and mop floors as needed, make sure dryer hoses are connected, and no lint buildup behind appliances. Report any inoperable machines weekly.
  - f. Clean all lighting (interior and exterior) and make sure all are working weekly.
  - g. Clean any stains that are on the walls, floors, and ceilings.
  - h. Check storage areas to make sure walkways are clear of debris.
  - i. Sweep and mop the porch area, and make sure it is clear from webs, bugs, cigarettes, debris, etc.
  - j. Keep the dumpster area clean; all debris goes into dumpsters.
  - k. Shovel and salt entryways, keeping them free of ice and snow.
  - l. Address all tenant complaints and issues during non-CHA business hours.
  - m. Must report all illegal, disruptive, and dangerous activities to Law Enforcement and CHA immediately.
3. Keys for the cleaning storage areas will be provided. Cleaning supplies are stored there to enable individuals to complete the duties listed above.
4. The individual will perform other duties as assigned by the Chippewa Housing Authority that involve Elk Point East & West.