



Day Porter

Waypoint Real Estate, LLC – Fort Collins, CO

WHAT WE DO > Waypoint Real Estate provides commercial brokerage, property management, and investment services in Northern Colorado and Southern Wyoming. Our purpose extends beyond real estate in our mission to create meaningful impact for our clients, for our team, and for our community.

Our property management solutions help Northern Colorado asset owners who want to achieve a high quality of life with peace of mind by enhancing tenant satisfaction, solving emergencies, simplifying complexity and providing creative problem-solving, unique market intel, transparency and visibility into their future.

WHY WE DO IT > To create meaningful impact for our team, our families, and our community.

WHO WE WANT > We will pursue an ambitious, organized, and professional individual who is eager to learn and contribute to our team. We will pursue someone who is team-oriented, operates with integrity, and treats others with respect. We will pursue those with high positive energy, and a person with whom we would enjoy spending time off the clock.

WHAT YOU WILL BE DOING > Perform day-to-day exterior building clean up and maintenance at our managed properties. Overall duties will include removing debris, maintaining trash /recycling receptacles, and responding to all cleaning emergencies. Candidate will work with the property management team to create an effective cleaning schedule, which will include your day-to-day routines and work timetable.

YOUR RESPONSIBILITIES INCLUDE >

- Clean hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and other work areas
- Empty trash, recyclable receptacles, and ashtrays
- Parking lot detail/assist with snow removal and power washing as needed
- Must comply with all regulations such as OSHA, EPA, and State Health Department
- Report any needed repairs immediately to Maintenance
- Respond quickly and professionally in the event of an emergency, working in conjunction with the property management team.
- Ability to communicate with customers and vendors as the need arises.
- Create and complete assigned work orders and maintain a quality system of tracking outstanding work and completed work through a work order system on a phone or tablet.
- Other tasks as assigned.

REQUIRED EXPERIENCE >

- 1+ years of grounds and/or janitorial related experience
- High school diploma/GED required

PREFERRED EXPERIENCE >

- Physically capable of lifting 50 pounds unassisted and working off various height ladders
- Effective written and oral communication skills
- Ability to prioritize tasks and follow procedures.
- Clean driving record - Experience using a work order system to track and update maintenance requests
- Strong inter-personal skills
- Strong problem-solving skills
- Commitment to operational excellence and detail
- Contribution to Waypoint's commitment to community, including holding a leadership position on a community based non-profit or volunteering within the community.

Salary Commensurate with experience \$17-20/hour. This is a full-time position, with a competitive benefits package and growth opportunity.

To apply, please complete our Employment Application at www.waypointre.com/employment-application and upload your cover letter and resume. For questions about the position, please email iwantajob@waypointre.com
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