

## **HALLKEEN MANAGEMENT**

**Job Title:**                      **Groundskeeper/Porter**

**Location:**                      **Durham Hosiery Mill, Durham, NC 27701**

**Hours:**                              **Part Time- 20 hours 8am to 12pm (flexible)**

### **Job Description:**

HallKeen Management has an opening for a part-time Groundskeeper/Porter position to assist in maintenance duties at Durham Hosiery Mill in Durham, NC. Duties include, but not limited to, general cleaning of common areas, cleaning of vacant apartments, removing trash/leftover items from recently vacated apartments and picking up trash on the grounds. Individual must possess a good work ethic, be a self starter and be able to do the job to completion with little supervision. Hours are Monday through Friday, 8am to 12pm, and 8am to 10am on Saturdays but can be flexible.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to at 919-688-9072 or [tbullock@hallkeen.com](mailto:tbullock@hallkeen.com)**