



Real Estate Management & Brokerage Services
Licensed Broker | ID # 10491200104

David A. Goldoff | President

Thursday, July 08, 2010

Att: HR or Job placement services

Re: Super/Porter/Handyman Needed for 257-259 Water Street, a/k/a 21-23 Peck Slip, NYC 10038

SUPER / PORTER / HANDYMAN NEEDED!

The property address is 257-259 Water Street, NYC 10038 located in the Seaport. The setup is two buildings connected inside that house 20 residential rental apartments, two restaurants, with one elevator, two stairwells, and share one basement.

I need an off-site super who will perform the following daily tasks.

1. I need some to arrive between 7:30 to 8:30 who will take out the recyclable bags out of the recyclable closet located in the lobby area and bring them either down into the basement or out in front of the building depending on the day recyclables goes out.
2. Vacuum five floors three times a week.
3. We have a compactor that requires daily clean of and maintenance of the sausage bags that collect the garbage, keeping the machine clean and in working order.
4. Ideally someone that has a sprinkler license that can check off the monthly inspections for the compactor
5. Someone with knowledge on how to work a boiler if the pilot when out or to clean the couplings if they are dirty.
6. ideally someone with handyman skills if we need assistance in one of the tenant apartments
7. Someone to keep track of the cleaning supplies; mops, rags, cleaning products, Windex, etc.
8. Someone that can clean the sidewalk around the buildings and make sure the sidewalk is washed on a daily basis and knows garbage is kept in front of the building. We need real help with this as we have two restaurants in between the main entrance of the lobby and we have issues with sanitation.
9. some to water the tree boxes in front of the building and the plants in the lobby
10. someone to clean on a daily basis the elevator cab
11. we have to fire escape stairwells that should be mopped or swept twice a month
12. Someone that can change light bulbs in the lobby, hallways, outside of the building, the rooftops, and elevator, all the common areas.
13. Someone that can be responsible enough to put the elevator pads up when tenants move out and in.

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14. someone if needed can inspect an apartment when a tenant leaves to make sure its in good working order
15. Someone that is willing to come to the building twice a day if needed; once in the morning and once dusk.
16. someone that could be available in case of emergencies on the weekends
17. Someone that can work six days a week.
18. Someone that can be available with proper notice to meet vendors that need access to the building.
19. Assisting in seasonal cleaning of changing filters in tenant apartments that are for air-conditioners and heaters.

We are looking someone that can speak clearly, who is clean, well mannered, who is on time, responsible, and responds quickly to calls from management.

The pay is \$900.00 dollars per month; the person would receive a W9, and get paid either once a month or every two weeks. For more information on the building, one can visit www.thestovefactorylofts.com

Resumes can be submitted to David Goldoff or Valerie Fiume and faxed to 212-206-9949 or emailed to jobs@camelotrealtygroup.biz.

Regards,

David Goldoff

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