

**PROJECT RENEWAL – LEONA BLANCHE HOUSE**  
**EMPLOYMENT OPPORTUNITY**  
**BUILDING MANAGER**

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Join the staff at Leona Blanche House, a state-of-the-art OMH licensed supportive housing program for 53 formerly homeless adults with severe and persistent mental illness (including 25 chronically homeless adults), located in the Morrisania section of the Bronx. Working at the helm of operations as part of a multi-disciplinary team, you will ensure smooth running of a 24/7 supportive housing program that helps promote the art of successful community reintegration.

**Qualifications:** Experience working in congregate housing programs strongly encouraged. Prior experience working in supportive housing preferred. High School Diploma or equivalent required.

**Duties:**

- Reports to Project Renewal’s Director of Facilities and LeonaBlanche House Program Manager for all assignments
- Supervise 1.6 FTE Custodial staff
- Responsible for oversight of 24/7 program for all building operations and maintenance
- Responsible for supervising the cleaning and disinfecting of all commons areas and offices, including bathrooms, stairwells and hallways, to ensure that the building is kept clean
- Assist in preparing apartments for new residents and with move in/ out process
- Complete minor repairs and correcting potential safety hazards as needed
- Empty trash and garbage containers and prepare refuse for pick-up
- Keep building exterior in safe and presentable condition, including ice/ snow removal; sidewalk maintenance and central garden/ courtyard area
- Develop building-wide knowledge of all mechanical system operation and maintenance and train custodial staff accordingly
- Obtain Fire Director license; standpipe/ sprinkler certification and assist in oversight of fire drills smoke detector/ CO2 detector maintenance

**Hours:** Monday – Friday 8 a.m. – 4 p.m. with 24/7 building troubleshooting as needed

Please send or fax resume to:

Peter Bazeley, Program Manager  
Project Renewal LeonaBlanche House  
961 Tinton Avenue  
Bronx, NY 10456  
Fax: (718) 617-7565  
Email: [peter.bazeley@projectrenewal.org](mailto:peter.bazeley@projectrenewal.org)