

## **NIGHT SERVICE MANAGER - Vacaville**

**Lewis Apartment Communities**, a division of one of the nation's leading residential developers—the builder of over 56,000 homes and 8,000 apartments—is actively seeking candidates for the position of **NIGHT SERVICE MANAGER** in the VACAVILLE area:

### **Responsibilities**

- Responsible for patrolling apartment community to ensure protection of property and assets.
- Reports unsafe activities or conditions to property management. Duties will include performing patrols by foot or electric vehicle, answering resident inquiries, responding to emergencies according to defined procedures; and monitoring movement of staff, visitors, assets, equipment and materials.
- Provide management with appropriate documentation of nightly activity such as Daily Activity Report, Vehicle Citation Report, Towed Vehicle Report and Incident reports if applicable.
- Responsible for enforcing community rules and parking policies
- Other duties as assigned

### **Requirements**

- Must possess excellent customer and employee relations skills
- Able to work flexible schedule including weekends and holidays
- Previous Military, public safety or law enforcement experience highly preferred
- Experience in a hospitality, business, or residential setting preferred
- Experience in a position with direct guest, resident, or customer contact required
- Basic computer skills
- Ability to handle stressful situations professionally
- Ability to self-supervise and work independently.
- Must present a well-groomed, professional appearance
- Valid CA drivers license and insurance required
- Drug screen and background check required

This opportunity would be located in the **Vacaville** area of N. California.

This is an excellent opportunity to join a name-recognized, growing company with a strong history, a broad future, and a promote-from-within company culture. Join the Lewis Group of Companies and you will be an important part of a winning team with a long history of successful apartment development and property management. Our dedication to service is the key to a successful and rewarding future. This culture of both excellence and camaraderie is what makes Lewis a wonderful place to grow your career.

In addition to a competitive hourly salary, Lewis offers full medical and dental benefits, 401k savings plan with company match, apartment discounts, paid holidays, vacation time, educational reimbursement, continued training, advancement opportunities and much more! This is an excellent opportunity to join a growing leader in property management and real estate development. Apply today!

### **LEWIS APARTMENT COMMUNITIES**

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Lewis Apartment Communities is an equal opportunity employer