

Position Of Housekeeper

REPORTS TO: **COMMUNITY MANAGER**

The purpose of this job description is to communicate the responsibilities and duties associated with the position of HOUSEKEEPER. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling company objectives.

It is imperative that you review these duties, skills and physical requirements closely and that you understand that by signing the Job Description Acknowledgment, you are verifying that you can perform all the duties, have the skills and possess the physical abilities that are necessary to perform the job as described.

JOB BRIEF: The primary responsibilities of the HOUSEKEEPER involve the upkeep of each apartment in order to enhance and maintain its appeal. The HOUSEKEEPER will also assist the rest of the staff, as directed, in their efforts to manage the community in an efficient manner.

QUALIFICATIONS

Must meet all physical requirements and be able to take direction.

Equipment Requirement: *Mops, brooms, vacuum cleaner, window squeegee, scrubber, step stool, small ladder, screwdriver, and other miscellaneous hand tools. Is required to wear gloves as tasks dictate.*

Work Hours: *40 hours per week, Monday through Friday. Weekly schedule may change as required. May be necessary to work weekends.*

Equipment: An employee in this position must be knowledgeable and skilled in the safe use and maintenance of cleaning fluids and tools.

DUTIES AND RESPONSIBILITIES

- Cleans the office, clubroom, and restrooms on a daily basis (prior to 9 a.m.).
- Cleans and maintains models on a daily basis.
- Cleans all vacant apartments as directed by the Community Manager or Assistant Community Manager.
- Keeps all vacancies fresh and odorless.
- Cleans and maintains laundry facilities daily by 10:00 a.m.

- Performs additional duties requested by the Community Manager or Assistant Community Manager.
- Informs management of supply needs on a bimonthly basis.

PHYSICAL REQUIREMENTS

- Constant need (66% to 100% of the time) to be on feet.
- Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform routine cleaning; pick up debris.
Climb Stairs	Routine cleaning duties require access to 2nd and 3rd floor apartments.
Push or Pull	Move light furniture, appliances, open and close doors, etc.
Reach Above Shoulder	Perform routine cleaning duties.
Climb Ladders	Perform routine cleaning duties.
Grasp/Grip/Turning	Handle cleaning tools and equipment.
Finger Dexterity	Handle cleaning tools and equipment.
- Lifting/carrying (cleaning supplies, vacuum, step stool, etc.):

50 - 75 lbs.	Rare need (less than 1% of the time)
25 - 50 lbs.	Occasional need (1% to 33% of the time)
1 - 25 lbs.	Constant need (66% to 100% of the time)
- Required to handle cleaning chemicals. Certain cleaning chemicals may require pre-mixing.

VISION REQUIREMENTS

- Constant need (66% to 100% of the time) observe areas needing attention/correction. Read cautionary labels; respond to written instructions from staff.
- Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach. Observe and assist maintenance; observe problems throughout community.

HEARING REQUIREMENTS

- Not essential. Frequent need (33% to 66% of the time) to receive instructions from residential management. Written instructions should be acceptable.

SPEAKING REQUIREMENTS

- Constant need (66% to 100% of the time) to verbally communicate with staff and residents.

WORKING ENVIRONMENT

- Indoors (66% to 100% of the time). Occasionally outdoors (1% to 33% of the time).
- Occasional exposure (1% to 33% of time) to cleaning chemicals, paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.
- Frequent need (33% to 66% of the time) to work in awkward and confining positions.

REASONING DEVELOPMENT

- Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.