



<b>JOB TITLE</b>	<b>HOUSE KEEPER</b>
<b>COMPENSATION</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>BUSINESS MANAGER</b>

#### **GENERAL PURPOSE**

Perform the overall housekeeping services of the community under the supervision of the Business Manager or Service Supervisor. Maintain the cleanliness of the clubhouse and/or business office and prepare vacant apartments for market readiness.

#### **ESSENTIAL FUNCTIONS**

1. Maintain the interior of the following areas of the community as scheduled.
2. Responsible for the cleanliness of all vacant units, including.
3. Maintain cleaning supplies and requests re-ordering supplies in a timely manner from the Business Manager.
4. May be called upon to perform other duties as required by the Business Manager or Service Supervisor from time-to-time.
5. Removal of any type of litter from any exterior or common area to monitor curb appeal.

#### **NON-ESSENTIAL FUNCTIONS**

1. Distribute resident communications to residents, if needed.
2. Perform any additional duties assigned by Service Supervisor and Business Manager.

#### **JOB SPECIFICATIONS**

- Must possess the ability to read, comprehend, and follow simple verbal and/or written instructions to perform tasks assigned.
- Be able to effectively communicate with residents, staff, and other suppliers or vendors to ensure safe operation of property maintenance.
- Must be knowledgeable and skilled in the safe and proper use of cleaning products and equipment such as, bleach, glass cleaner, astringent, mops, brooms, vacuums, and etc.

- Must be able to bend, stoop, squat, kneel, and lift/carry supplies or equipment on a regular basis.

## **WORKING CONDITIONS**

Job environment entails working indoors and outdoors. Outdoor conditions may be affected by weather conditions ranging from rain or snow to excessive heat. Regular exposure to hazardous chemicals and cleaners.