



JOB TITLE	HOUSE KEEPER
COMPENSATION	NON-EXEMPT
REPORTS TO	BUSINESS MANAGER

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.