

Job Title: Housekeeper

Job Code: HSKPR

Field or Corporate: Field

Department: Housekeeping

Title of Supervisor/Manager: Property Manager or Director of Housekeeping

FLSA Status: Non-exempt

Position Summary:

This position is responsible for maintaining cleanliness of resident's apartments and common areas as assigned by Property Manager or Director of Housekeeping.

Essential Functions:

- Perform general cleaning assignments in apartments, hallways, and common areas.
- Prepare apartments for move-ins.
- Utilize cleaning chemicals properly and safely.
- Inform Property Manager of any pertinent resident's issues and concerns.
- Keep housekeeping cart and vacuums clean and in good working order.
- Maintain positive and professional demeanor with residents, family members, guests, and other employees.
- Perform other duties as assigned.

Qualifications/Skills/Educational Requirements:

Level of Formal Education: High School Diploma or GED

Area of Study: General

Years of Experience: Entry-level (0-3 years)

Type of Experience: Previous cleaning- residential or commercial

Special Certifications: N/A

Language Skills: English or EASL

Technical Competencies: Equipment and chemical knowledge

Skills and Ability:

- Organization.

Information Systems: Pull Cord System and phone

Personal Attributes: Professional demeanor. Good communication and listening

Other/Preferred:

- May be asked to respond to resident emergencies.
- Responsibility of our Up & About system.

Driving Requirements

Does this job require the ability and license to drive an automobile? _____ Yes X No

Is driving an automobile an essential function of this job? ___ Yes X No

Management/Supervisory Authority

Does this job manage or supervise associates? _____ Yes X No

What positions will this job manage?

This position requires the individual meet the following requirements:

Brief Description of Work Environment(s): *Mainly works indoors cleaning apartments and common areas. Poor weather may require snow shoveling assistance*

Physical Activities: This position requires time spent on the following physical activities.

	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle, or feel			X	
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell	X			

Physical Demands: This position requires time spent lifting weight or exerting force in the following manner.

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Environmental Conditions:		Vision Requirements:		Mental Requirements:
• Indoor & Outdoor		• Close		• Communication
• Hazards		• Distance		• Comprehension

Noise Level:		• Peripheral		• Concentration
• Very quiet		• Depth Perception		• Mathematics
• Quiet		• Ability to adjust focus		• Multi-tasking
• Moderate				• Organization
• Loud				• Reasoning & Decision Making
• Very Loud				

Acknowledgement: I have received, reviewed and fully understand the job description and requirements, duties and responsibilities of the job above. I further understand that I am responsible for the satisfactory execution of all duties described therein under any and all conditions as described. I am able to perform the essential functions of this job with or without reasonable accommodation(s).

Employee

Date

Supervisor

Date