



Job Title:	Housekeeper	Job Level:	Property
Reports To:	As Assigned		
EEOC:	Technical/Mechanical	Salary Range:	FLSA: Non-Exempt

Job Summary:

Performs tasks to ensure the overall cleanliness and proper appearance of vacant apartment homes, leasing office, and other amenities to enhance and maintain property appeal.

Job Responsibilities:

1. Cleans the leasing office, clubhouse and common-area restrooms, the model(s), amenities and vacant apartment homes on a daily basis or as directed by the appropriate supervisor.
2. Ensures all vacant apartment homes and targeted show units are freshened throughout the day to maintain market-ready appeal.
3. Assists in the make-ready process by performing additional duties requested by Service Manager, Community Manager and/or Assistant Manager.
4. Informs appropriate supervisor of any observed hazard or potentially dangerous situation to residents, team members, guests, and others.
5. Maintains an appropriate inventory of cleaning supplies, and informs the appropriate supervisor when a re-order is necessary.

Organizational Responsibilities:

- Follows established policies and procedures by monitoring and ensuring compliance with regulatory requirements, organizational standards, and operational processes related to area(s) of responsibility and reporting violations or infractions to appropriate individual(s).
- Practices proper safety techniques in accordance with Company, property, and departmental policies, procedures, and standards by immediately reporting any mechanical or electrical equipment malfunctions, employee/visitor/resident injuries or accidents, or other safety issues to appropriate individual(s).
- Identifies areas for improvement and offers suggestions to improve efficiency and productivity.
- Keeps abreast of current changes in technology, processes, and standards within the industry and area(s) of responsibility by attending internal and external training classes, research and/or subscribing to the internet or other professional publications, or utilizing other appropriate method(s) to obtain business and professional information, and applies knowledge and practices to area(s) of responsibility.

Working Conditions:

- Incumbents work both in and outside of apartment buildings and in all areas of the property, including amenities.
- Exposure to cleaning chemicals, paint fumes, solvents, adhesives, etc.

Physical Demands:

- Must be able to handle a variety of cleaning chemicals, including some that may require pre-mixing.
- Must be able to bend, stoop, climb ladders, reach, carry objects, and crawl in confined areas.
- Must be able to push, pull, lift, carry, or maneuver weights of up to twenty-five (25) pounds independently and fifty (50) pounds with assistance.
- Must be able to work inside and outside in all weather conditions (rain, snow, heat, hail, wind, sleet).
- Rare or regular travel may be required to attend training classes, business meetings, or other situations necessary for the accomplishment of some or all of the daily responsibilities of this position.
- Must be able to work a flexible work schedule, including weekends.

Knowledge, Skills, Abilities:

- Read, understand, and comply with product labels and safety, policy, and procedure manuals.
- Incumbents must be knowledgeable and skilled in the safe use and maintenance of cleaning fluids and tools.
- Demonstrated ability to solve problems in a variety of practical situations and follow standardized procedures.
- Proficiency in customer service and interpersonal communication skills in order to effectively interact with residents, clients, team members, and other business contacts and respond courteously to questions and requests.

Date Created: 8/9/2016
Date Revised:

ACKNOWLEDGEMENT:

I have received and read a copy of this job description. By my signature below, I understand and can perform all of the key job responsibilities described herein, with or without reasonable accommodation.

Team Member Signature

Date