

Ashley Management Corporation

POSITION DESCRIPTION

Position: Housekeeper	
Department: Maintenance	Reports to: Maintenance Superintendent / Community Manager
Classification: Non-Exempt	Date: June 2015

PURPOSE: To provide a high standard of hygiene and cleanliness throughout the property. Perform all work necessary to bring and maintain vacated units to rent-ready condition in a timely-manner by performing the following duties.

Duties & Responsibilities: Essential Duties and Functions are numbered in the list below. Non-Essential Duties may also be listed if appropriate for the position description.	
1.	General cleaning of vacant apartments including kitchens, appliances and bathrooms.
2.	Maintain leasing office, models, clubhouses and public/common interior areas of the property in a neat, clean and attractive condition. This includes, but is not limited to; dusting, wiping down walls, woodwork, baseboards and window sills, polish furniture and fixtures, cleaning counter tops, vacuuming, mopping tiled areas.
3.	Empty wastepaper baskets. Transport trash and recyclables to disposal areas.
4.	Be vigilant of property condition in consideration of issues affecting curb appeal and safety. Immediately report to supervisor (or another manager if supervisor is unavailable) any physical condition of the property that jeopardizes safety or otherwise is needing repair.
5.	Abide by the company's safety policies and follow correct, safe work practices; including but not limited to, having knowledge of and following the hazardous communication program.
6.	Maintain polite and professional customer service and co-worker relationships.
7.	Extended working hours should be anticipated to meet challenging and inconsistent demands of property, including seasonal issues such as snow removal, preparing recreational facilities, high turnover periods, etc.
	Attends and participates in training programs (including mold awareness and asbestos awareness-when applicable).
	Be attentive of contractors performing work on property and report any unsafe or inappropriate observations to supervisor. Similarly, report activities by any parties that seem inappropriate or questionable to you.
	Routinely assists maintenance department with projects as assigned.
	All other tasks as assigned.

Supervision Provided: No direct reports. Works laterally with other specialists.

QUALIFICATIONS: To perform this position successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education & Experience (minimum required to enter the position): No specific level of education is required. No prior experience is necessary; however previous experience in janitorial chemical use is helpful.
Required Skills or Knowledge: Efficiency, attention to detail and a sense of urgency in completing job tasks.
Technical Competencies: Valid Driver's License, current automobile insurance and acceptable driving record.
Language Skills: For safety and productivity reasons, this position requires the ability to read and write English or a supervisor must verify the understanding of direction by physical observation.
Mathematical Skills: Basic math skills.
Reasoning Ability: Ability to apply common sense understanding to carry out simple one- or two-step instructions.
Physical Demands and Environmental Conditions: Ability to transport at least 30 pounds variable distances. Works with and must be able to tolerate cleaning solvents. Mobility and flexibility to use ladders, work in confined spaces and to clean and disinfect all areas of an apartment, office and all common areas with public access.

Ability to work outdoors on a consistent basis in temperatures exceeding 90 degrees or below 10 degrees.

Equipment Used: This position may require the use of the employee's personal vehicle to transport equipment and supplies around the property. Ability to drive a vehicle without jeopardizing the safety of residents and fellow co workers.

Ability to use general cleaning equipment and tools including, but not limited to; hand tools, paint equipment, ladders, vacuums, blowers and hoses. Requires individual to wear uniform and any necessary personal protective equipment (PPE.)

Approval and Agreement of Position Understanding:

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____