

***Title: Housekeeper***

***FSLA: Non-exempt***

***Purpose:*** To efficiently clean apartment community's common areas and vacant apartments.

***Reports to:*** Property Manager (or Assistant Property Manager in Property Manager's absence) and Maintenance Manager.

***Qualifications:***

Must have average communication skills to be able to understand and follow directions. Prefer knowledge of cleaning chemical usage.

***Special Licenses or Certificates Required:*** None

***Essential Functions:***

- Cleans vacant apartments for resident move-ins.
- Cleans apartment community's office, club area, clothes care centers and storage area.
- Trashes out vacant apartments as required.
- Assists with make readies as needed.
- Assists maintenance in maintaining a clean and orderly shop.
- Adheres to company key procedures.
- Participates in an ongoing property improvement plan and preventative maintenance program.
- Reports any maintenance problems.
- Distributes resident notices to residents as required.
- Assists with resident functions as required.
- Must be prompt, on time to work and have good, regular attendance.
- Adheres to and complies with company safety policies and rules and wears personal protective equipment (PPE) as directed. Adheres to OSHA safety standards that are applicable for the safe performance of job.
- Maintains courteous and helpful demeanor with residents, prospective residents, co-workers, vendors, etc.
- Must have mode of communication in which to be contacted at home and to respond in cases of emergency.
- Works overtime, weekend, holiday and evening work as required.
- Wears company uniform with Concierge I.D. badge during working hours.
- May be transferred or assigned to work at another CAM property.
- Acts as a team member with all employees of the management staff.
- Complies with all policies and procedures as outlined in the CAM Operations Manual.
- Performs other duties assigned by Property Manager (or Assistant Property Manager in Property Manager's absence) and Maintenance Manager.

Physical Requirements:

- Frequently lifts and carries up to 20 pounds (i.e. vacuum cleaner).
- Pushes and/or pulls cleaning cart up to 40 pounds.
- Moves objects from one floor to another.
- Frequently bends/stoops, climbs stairs, kneels, balances, reaches above shoulder height, walks and twists.
- Has normal range of vision, hearing and speech.

Equipment and Materials Used:

- Electrical powered vacuum cleaner.
- Cleaning cart.
- Two foot – six foot step ladder.
- Cleaning chemicals.

Environmental Demands:

Indoors: 95%

Outdoors: 5%

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, not permanent and it may be modified at any time. At the request of their Supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)