

JOB DESCRIPTION HOUSEKEEPER

The housekeeper will be responsible for making the property presentable to all prospective residents as well as existing residents of the property.

The following does not include all duties that will be required of a housekeeper position. Additional duties, as needed, may be assigned by the manager or supervisor in charge.

1. Leasing Office/Clubrooms

Vacuum, mop or dust floors, wash windows, clean kitchen appliances, counters and sink areas. Make sure these rooms are odor free and smell fresh.

2. Vacant Units

Assist in cleaning vacancies. Remove any debris left behind by former residents. Clean any area that may become less than spotless while the apartment remains vacant. Periodically freshen vacant apartments (vacuum, mop, dust, etc.). If requested, assist in the preparation of make-readies, i.e., caulking, etc.

3. Public Restrooms

If applicable, clean and sanitize lavatory, commode and floors. Clean mirrors and counter areas. Make sure that restrooms are supplied with paper products.

4. Laundry Rooms

Remove any spilled detergent, sweep and mop floors and wash windows. Wipe out the insides of all empty dryers and washers. Empty trash.

5. Breezeways

Sweep all breezeways daily and replace light bulbs as needed.

6. Pool Area

Arrange and straighten pool furniture and keep pool area clean.

7. Additional duties

- a. Distribute fliers and notices on request.
- b. Replace all first floor window screens as needed.
- c. Keep areas around trash dumpsters clean.
- d. Pick up litter on the property.
- e. Replace filters as scheduled for occupied units.