



JOB DESCRIPTION

Position Title: Housekeeper

FLSA Status: Non-Exempt

Reports to: Property Manager

Effective Date: June, 2020

Job Summary:

This position is responsible for cleaning and maintaining the appearance of property models, vacant units and public access areas including the office and clubhouse; cleaning apartments after move-outs and preparing suites for new residents. Housekeeping may also be responsible for the overall upkeep to the property landscape and exterior image. This may include cleaning of driveways parking lots, curbs and dumpster areas, maintaining flowerbeds, plants and grass areas as well as snow removal and all general cleaning. Housekeeping is also responsible for inventory of cleaning supplies and equipment. This position operates within and contributes to an environment in compliance with Fair Housing Laws and Equal Employment Opportunity.

Essential Responsibilities:

- Cleaning all common areas of the property which may include leasing office, model suite, vacant suites, laundry room, fitness room, clubhouse, business center, guest suite, party room, restroom, stairwell, storage area, boiler room, maintenance shop and elevator.
- Trash pick-up in all common areas and maintenance of the compactor area.
- Check supplies and replace as needed in all restrooms.
- Check light bulbs around the property and replace as needed (i.e. exit signs).
- Replace smoke detectors and batteries as needed.
- Use plunger or auger to open blocked drains.
- Vacuum and shampoo carpeting as needed.
- Wash windows as needed.
- Wash and maintain floors.
- Clean and maintain pool areas.
- Light landscaping as needed (i.e. weeding, watering).
- Performs other duties as assigned by Management.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Qualifications:

Educational Requirements: High School Diploma or GED required

Work Experience: No work experience necessary

Additional Qualifications:

Other Skills and Abilities:

Physical Demands:

Nothing contained in this job description for employees of NM Residential is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied), or guarantee employment for a definite or indefinite term.

Employee Acknowledgement:

I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I further understand that my employment shall be “at will” at all times, meaning that either NM Residential or I may terminate my employment with or without notice or cause at any time.

Signature: _____

Print Name: _____

Date: _____