

# Churchill Administrative Services, LLC

## JOB DESCRIPTION

**Position:** Housekeeper  
**Division:** Property  
**FSLA:** Non-Exempt  
**Reports To:** Lead Maintenance  
**Date:** February 15, 2016

### Summary

The Housekeeper works under the direct supervision of the Lead Maintenance Tech in sustaining cleanliness and neatness of the property's interior appearance including vacant rentals.

### Essential Duties and Responsibilities

1. Provides outrageous customer service each day to residents, coworkers and vendors. Set the bar high and make someone smile each day.
2. Committed to serving residents and assisting in the day to day function of the community.
3. Maintains cleanliness of office and all other amenities and common areas of the property. This includes laundry rooms, walkways, breezeways, bathrooms, recreational areas, dumpsters, entrances, foyers, walkways, streets, driveways, etc.
4. Sweep, mop and clean floors when necessary. Vacuum and steam clean carpets.
5. Remove dust and polish furniture in office, and models. Clean and arrange furniture when needed.
6. Thoroughly clean appliances in common kitchen area and workroom.
7. Complete general apartment and model cleaning when assigned. This includes appliances, floors, cabinets, sinks, closets, bathrooms, windows, etc.
8. Clean and arrange outdoor furniture and trash receptacles in the pool area.
9. Maintain adequate supply of cleaning materials and equipment within budget guidelines.
10. Pick up litter and report any service needs to Community Director.
11. Report all liability and property incidents to the Community Director immediately.
12. Participates fully in staff meetings and designated Company training programs.
13. Performs other duties as assigned.

### Supervisor Responsibilities

1. None

### Knowledge & Skill Requirements:

1. High school diploma or equivalent preferred.
2. Minimum one year experience prior apartment cleaning experience preferred.
3. Must be customer service oriented and genuinely support and promote good relations with service staff and residents.
4. Must portray a clean, neat, well-groomed professional appearance. Company approved attire may be required and a name tag must be worn in plain sight when at work.
5. Must be honest, trustworthy, enthusiastic and team/project oriented.

### Physical Requirements:

Activity	Constant 67-100% of day	Frequent 34-58% of day	Occasional 1-33% of day	None 0% of day
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Weight Lifting & Exerting**

Carry Push/Pull	Constant	Frequent	Occasional	None
Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Work Environment**

1. Senior and Family Living Community
2. Indoor and Outdoor environment.

**DISCLAIMER**

This job description is not designed to cover or contain a comprehensive listing of the all of the activities, duties or responsibilities of the employee.

I have read and understand the job description for Housekeeper. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date