

JOB DESCRIPTION

JOB TITLE: HOUSEKEEPER

RESPONSIBLE TO: RESIDENCE MANAGER

Cleaning and maintaining a private residence to make sure that it meets any housekeeping sanitation requirements and provides a comfortable space for residents or employees.

QUALIFICATIONS:

- Ability to manage time efficiently
- Work well unsupervised
- Handle basic maintenance and cleaning
- Ability to interact positively with staff and individuals
- Hard worker
- Previous professional housekeeping experience

RESPONSIBILITIES:

- Dusting and polishing furniture and fixtures
- Cleaning and sanitizing toilets, showers/bathtubs, countertops and sinks
- Maintaining a clean and sanitary kitchen area
- Tidying up rooms, including making beds and changing linens
- Washing windows and window treatments
- Sweeping/vacuuming, polishing and mopping floors
- Sorting, washing, loading and unloading Ironing and folding laundry
- Keeping bathrooms clean, sanitary and stocked with clean linens, toiletries and other supplies
- Emptying trash receptacles
- Monitoring cleaning supplies
- Reporting any necessary repairs or replacements

Your manager/supervisor will discuss your role and responsibilities at the site/program. You will be trained accordingly.