

**SPECIALTY HOUSEKEEPING, INC. (SHI)**  
**JOB DESCRIPTION**

**Job Title:** Housekeeper  
**Supervisor:** General Manager or Director of Operations  
**Date Prepared:** March 22, 2016  
**Classification:** Hourly

**POSITION SUMMARY:**

Responsible for general housekeeping activities as agreed upon for each respective customer to ensure clean, sanitary, orderly and attractive conditions.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Cleans assigned customer premises as directed. This may include:
  - Making beds or changing bed linens
  - Dusting furniture and objects
  - Vacuuming rooms
  - Cleaning bathrooms (sinks, tubs, mirrors, commodes, light fixtures, etc.)
  - Emptying trash
  - Cleaning windows on doors and other glass
  - Dusting blinds
  - Spot cleans carpets
  - Mopping floors
  - Polishing surfaces using appropriate cleaner (brass, granite, wood, glass, stainless steel)
- Reports to Supervisor when supplies are low, equipment is malfunctioning, or additional supplies are needed
- Completes special projects as assigned

**EDUCATION:** 10<sup>th</sup> grade education preferred

**EXPERIENCE:**

1. 0 to 6 months housekeeping or general work experience. SHI will provide on the job training.
2. Candidates must be 18 years of age or older

**KNOWLEDGE:**

1. Knowledge of housekeeping functions and standards, including safety and sanitation
2. Knowledge of cleaning methods, materials, and equipment
3. Knowledge of common safety hazards to identify potential safety problems

**SKILLS/CERTIFICATIONS:**

1. Skill in operating housekeeping equipment and machines. Equipment used: carpet cleaner, mops, and vacuum cleaners.

**ABILITIES:**

1. Must be dependable, honest, and trustworthy. Must keep commitment to arrive at work on time and ready to work. Must keep Supervisor informed and adhere to policies and procedures as cited in the SHI Employee Handbook
2. Ability to comprehend written materials and be able to write and prepare requests for supplies
3. Ability to perform repetitive cleaning operations under direct supervision
4. Ability to establish and maintain effective working relationships with staff and customers
5. Superior customer service perspective
6. Ability to be team oriented with an excellent work ethic
7. Ability to be flexible with work assignments given
8. Confidentiality of customer personal information required

**ENVIRONMENTAL/WORKING CONDITIONS:**

- Frequent exposure to dirty and unsanitary conditions
- Frequent exposure to cleaning fluids and toxic materials
- Occasionally need to work evenings or weekends
- Occasional outside window washing and sweeping of walks/porches

**PHYSICAL/MENTAL DEMANDS:**

- Frequent standing, turning, walking, stooping, bending, climbing, and stretching requiring a full range of body movements
- Frequent lifting and carrying up to 35 pounds
- Pushing and pulling cleaning equipment for all work hours per day

**OTHER:**

- Responsible for reporting to work promptly and in accordance with the posted work schedule
- Notify a supervisor if unable to work at a scheduled time due to illness, no later than two hours prior to scheduled start time.
- Notify a supervisor if require time off for doctor’s appointments or personal issues at least 2 weeks prior to time off requested.
- Proper uniform or clothing is required

This job description outlines the Specific Duties and Responsibilities for the stated position and in no way is an exhaustive list. SHI maintains the right to assign or reassign responsibilities to this position at any time.

I acknowledge that I have read the job description and understand what is expected of me in this position. I am able to perform the Specific Duties and Responsibilities as listed on page 1 of this document without reasonable accommodation.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_