



Apartment Management Consultants

JOB DESCRIPTION

Employee Name: _____

Job Title: **Housekeeper/Custodian**

Department: Operations

Supervisor: Service Manager/Community Manager

FLSA Status: Non-exempt

JOB SUMMARY: Maintains efficient operation and upkeep of property buildings and grounds in a supportive role.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by supervisory personnel.

- Obtains list of vacant units that need to be cleaned immediately and list of prospective check-outs in order to prepare work assignments.
- Responsible for the preparation of vacant units for occupancy.
- Responsible for the daily upkeep of the clubhouse and common areas of property buildings.
- Responsible for the care, maintenance and inventory of all supplies and equipment owned by the property and/or the management company.
- Responsible for reporting unusual or extraordinary circumstances regarding the property or residents.
- Responsible for maintaining the required property uniform and ensuring a professional appearance and attitude at all times.
- Responsible for courteous, efficient response at all times.
- Be aware of and operate within OSHA (Occupational Safety & Health Act) standards and company safety policies at all times.
- Responsible for thorough knowledge of management company policies and property community policies.

- Responsible for seeking educational opportunities and self-improvement for personal growth and development.
- And anything else that the CM feels falls into the Housekeeper's job description

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read a limited number of two- and three-syllable words and basic numbers. Ability to speak simple sentences.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Date

Employee Signature

Community Name