

HOUSEKEEPER

Job Description:

The primary responsibilities of the Housekeeper are to clean & maintain the common areas, clubhouse & models of two separate apartment communities. The Housekeeper is expected to promote a clean, healthy environment for our members & future members. The Housekeeper is key to our success as there is only one opportunity to make a great first impression.

Responsibilities:

1. The Housekeeper shall provide general cleaning services to halls, stairwells, & common areas of the apartment building, limited access areas & storage areas, including restrooms, Clubhouse, mail kiosk, etc. Cleaning services shall include all glass, mirrors, floors & rugs, walls, fixtures, furniture, elevators, garbage chute/waste disposal areas, etc.
2. Ensuring hallways, stairwells, models, the clubhouse, rest rooms & other common areas are kept in a clean & orderly condition.
3. Assist in tracking & maintaining appropriate levels of cleaning materials.
4. Maintain safe, orderly storage & use of cleaning chemicals, supplies & equipment.
5. Operate vacuum cleaners, floor care machines & various other items in a safe & efficient manner.
6. The Housekeeper shall bring unsafe &/or unsanitary conditions to the immediate attention of the Maintenance Supervisor & Business Manager.
7. Adhere to all company policies & procedures.

Qualifications:

- High School diploma or equivalent.
- Previous housekeeping experience preferred (cleaning, housekeeping, janitorial, etc.).
- Physical ability to perform tasks requiring continuous walking, standing, lifting, bending, climbing stairs, etc.
- Must be familiar with the safe use of regularly used housekeeping tools & cleaning products.
- Must possess knowledge of commonly used housekeeping concepts, practices & procedures to care for our apartment buildings.
- Ability to complete work quickly & thoroughly, with a great eye for detail.
- Quality focused; does a quality job the first time around.
- Ability to organize, prioritize, schedule, & follow instructions.
- Ability to work independently within a team environment.
- Professional, courteous & helpful attitude with members, future members & vendors.
- Must have a valid driver's license & reliable transportation.

COMPANY BENEFITS

401(k) Profit Sharing Retirement Plan

Dental Care Insurance Available

Long-Term Disability Available

Prescription Drug Program

Medical Care Insurance

Group Term Life Insurance

Direct Deposit

Career Apparel Allowance

Continuing Education Training

Bonus Programs

Paid Vacations

Paid Sick & Personal Days

Paid Holidays

Flexible Spending Plan Available

EQUAL OPPORTUNITY EMPLOYMENT

Edwards Communities Management Company shall provide equal opportunity in all areas of employment for all qualified persons and does not discriminate against any individual on the basis of age, sex, marital status, religion, race, creed, color, national origin, or in the presence of any sensory, mental or physical handicap unless based on a bona fide occupational qualification or necessity. This policy on nondiscrimination applies equally to the treatment of employees in matters which include, but are not limited to upgrading, demotion, promotion, transfer, rates of pay or other forms of compensation.

Edwards Communities Management Company subscribes to the "employment at will" doctrine, as employment with the company is not guaranteed for any length of time and may be terminated by the employee or the company, with or without cause or notice.

