

JOB DESCRIPTION

Job Title: Housekeeper
Location: All companies' facilities
Department: Housekeeping, Maintenance
Reports to: Housekeeping Manager

BASIC FUNCTION:

Provide housekeeping service to the companies' facilities.

DIMENSIONS:

Depending on the specific assignment, you will be accountable for housekeeping services to one or more buildings. Will use various pieces of cleaning equipment and chemicals.

NATURE AND SCOPE:

Reports to Housekeeping Manager, cleans and maintains a clean environment for one or more buildings. Often works unsupervised.

HUMAN RELATIONS SKILLS:

Must be polite and courteous when contacting employees and others, including other members of the housekeeping team.

KNOWLEDGE:

Knowledge of current cleaning methods, materials, and equipment, including solutions, mop buckets, wet and dry vacuum cleaners, ladders, and floor-care machines, and knowledge of cleaning safety practices.

Possession of a valid Georgia Class C Driver's License is required.

PHYSICAL REQUIREMENTS:

Many of the essential functions of this job are demanding physical work requiring such physical activities as standing, pushing, pulling, stooping, kneeling, bending, squatting, reaching, lifting and walking. Must be able to lift up to 50lbs. Moving and handling equipment is required. Almost constant movement and physical exertion required.

ABILITY TO:

Operate heavy floor care scrubbing machines; prepare cleaning materials and solutions, choosing proper tools and cleaning agents; work in contact with strong cleaning and disinfectant solutions; add and subtract small numbers. Must have basic literacy skills to read and follow directions (signs, labels and work schedule instructions); follow safety precautions and procedures; plan and complete assigned duties within allowed time frames and work independently and well with others.

PRINCIPAL ACCOUNTABILITIES:

Maintain a regular schedule of start and end times and request time off with supervisor in advance.

Sweep, scrub, and mop floors; buff floors using heavy floor-care machines; vacuum; spot clean carpets and upholstery.

Clean walls, windows, mirrors, pictures (not artwork), blinds, bookcases, computer screens, and water fountains; wash, dust, and polish furniture, woodwork, shelves, and metal work; clean restrooms and replenish restroom supplies; collect and empty waste receptacles.

Clean and maintain housekeeping equipment and materials.

Report needed maintenance repairs to supervisor, including replacement of light bulbs, repairs to office furniture, and pest problems to supervisor.

Keep housekeeping van clean.

Perform other duties and tasks as assigned or as becomes evident.

Anverse, Inc retains the right to change this job description any time.