

Operations Team Member : Night Shift Housekeeping

Direct supervisor: Property Manager

Housekeeping Responsibilities:

- General cleaning of the building and keeping it maintained and in good condition.
- Vacuum, sweep, and mop floors.
- Cleaning and stock restrooms.
- Ensure doors are locked after hours and alarm is set.
- Clean up spills with appropriate equipment.
- Perform minor repairs.
- Notify the property manager of major repairs.
- Collect and dispose of trash.
- Complete tasks in a timely manner with minimal supervision.
- Keep cleaning supplies in stock.
- Work with a contract cleaning service when necessary.

Housekeeping Requirements:

- Ability to manage your time efficiently.
- Work well when supervisors are not present.
- Ability to lift at least 25 pounds.
- Handle basic maintenance, building repairs, cleaning and other janitorial work.
- Basic math skills.
- Able to work safely with a variety of cleaning supplies.
- High school diploma.
- Able to use basic cleaning equipment.