

## **Housekeeper**

Under the direction of the Assistant Community Director and Community Director, performs all housekeeping duties in a professional manner and on a timely basis. Primary responsibilities are to maintain the clubhouse and offices and to prepare vacant apartments for future residents in a “sparkling clean” appearance. The housekeeper’s results provide a first impression for every prospective resident.

### **Skills Required**

Ability to work independently; willingness to learn; ability to lift 25 pounds; good communication skills; ability to effectively understand and carry out instructions from the Community Director and Assistant Community Director; ability to maintain good relations with residents and coworkers

### **Education and Experience Required**

- High school diploma or its equivalent
- One to two years of related experience and /or training