

Job Description

Job Title:	Professional Housekeeper	Job Category:	Janitorial
Department/Group:	Residential/Commercial	Job Code/ Req#:	Janitorial
Location:	Henderson, NV	Travel Required:	Yes
Level/Salary Range:	Hourly	Position Type:	On-Call
HR Contact:	Seta Davison	Date posted:	March 9, 2017
Will Train Applicant(s):	Managed Pay	Posting Expires:	March 31, 2017

Applications Accepted By:

FAX OR E-MAIL:

SDavison@managedpay.com

Subject Line:

Attention: Seta Davison

Job Description, Professional Housekeeper – On-Call, A Natural Cleaning Company

MAIL:

Katie Wilcox

A Natural Cleaning Company, LLC

Henderson, NV 89015

Job Description

A Natural Cleaning Company Vision, Mission

The **Vision** of A Natural Cleaning Company is to create a safe, natural, and specialized clean for our clients, which is supported by our **MISSION** to seek every opportunity to provide extraordinary client experiences. Our guiding principles form the foundation of our **CORE VALUES**:

- Always do the right thing
- Be respectful and considerate – everyone matters
- Deliver more than others think possible
- Show passion for what we do and enthusiasm for who we are

Delivering on these promises requires amazing people. A Natural Cleaning Company takes pride in hiring an extremely talented, motivated, and diverse workforce that possess the attitude and aptitude to work within a high performance culture. Employees receive exemplary training, guidance, development, and leadership in order to effectively perform their responsibilities.

PROFESSIONAL HOUSEKEEPER

The foremost responsibility of a Professional Housekeeper is to ensure that the facility is cleaned correctly and according to the client's instructions or standards. To accomplish that goal, managers inspect the facility to determine any unusual or cyclical work that needs to be done, such as periodically stripping floor wax, cleaning overhead light fixtures or shampooing carpets. Managers maintain a checklist of routine or daily cleaning chores as well. They assign workers to specific chores or areas and then inspect the work to ensure it has been done satisfactorily. If the client has complaints about missed or improperly cleaned areas, the janitorial manager investigates the complaint and takes steps to ensure that the problem will not recur.

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ROLE AND RESPONSIBILITIES

- Maintain a safe working environment at all times by enforcing and conforming to established safety policies, including Occupational Safety and Health Administration (OSHA) regulations and procedures including the use of personal protective equipment; safe handling of tools, equipment and the promotion of respect for the dangers of the working environment
- Inspect cleaning equipment and perform routine maintenance.
- Assist workers to ensure that all tasks are completed in a timely manner.
 - Sweep, scrub, mop and polish floors
 - Vacuum clean carpets, rugs and draperies
 - Shampoo carpets, rugs and upholstery
 - Dust and polish furniture and fittings
 - Clean metal fixtures and fittings
 - Empty and clean trash containers
 - Dispose of trash in a sanitary manner
 - Clean wash basins, mirrors, tubs and showers
 - Wipe down glass surfaces
 - Make up beds and change linens as required
 - Tidy up rooms
 - Laundry as needed
 - Operate mechanized cleaning equipment
 - Maintain all cleaning equipment and materials in a safe and sanitary working condition
 - Monitor and report necessary domestic repairs and replacement
 - Other duties as needed and approved by manager
- Must be able to lift and carry 50lbs.
- Must be able to stand, squat, bend and reach daily
- Follows direction provided by Lead Housekeeper in janitorial services.
- Inspects work performed to ensure conformance to specifications and established standards.
- Perform all other duties necessary for the success of the department and/or required by Owner

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma
- At least two years of janitorial field experience
- The ability to work under pressure
- The ability to maintain, if not improve upon, the established standards of the existing infrastructure
- Excellent customer service skills
- Professional appearance and demeanor
- Valid driver's license

