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## HOUSEKEEPER JOB DESCRIPTION

### Scope and Purpose

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The Mission of Prism Real Estate Services, LLC™ is to improve the lives of people in our communities, one property at a time. To be responsible, under the direction of the Property Manager to perform custodial maintenance duties including dusting, mopping, finishing and buffing floors, vacuuming, cleaning appliances, cleaning bathrooms and making beds.

### Duties and Responsibilities

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- Change bed linens
- Dust and mop floors.
- Vacuum carpets.
- Clean bathrooms and restock paper and soap supplies.
- Empty trash receptacles and bags of trash for proper disposal.
- May change light bulbs as directed.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Clean furnished units.
- Responsible for charting completion of cleaned units.
- Performs miscellaneous job-related duties as assigned.

### Skill Requirements

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- Ability to understand verbal instructions.
- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to understand and follow safety procedures.
- Ability to understand written and verbal communications.
- Ability to lift heavy (50 pounds) objects.
- Ability to use hand and power tools applicable to trade.
- Ability to use a smart phone

### Qualifications for this Position

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- Less than high school; no previous work experience required.
- Valid driver's license and up to date vehicle insurance.
- Use of personal automobile for local job-related travel and pick-up.
- Use of personal smart phone with the ability to use applications.
- Neat, clean and appropriate appearance.
- Meet PRES Criminal Background & Credit Check, prior to employment
- Successful completion of OSHA Refresher Program, upon employment
- Successful completion of eRiskHub On-Line Security Training Program, upon employment
- Continuing Education: EasyLMS Training Program

**NOTE:** This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.