

HOUSEKEEPER/PORTER

Artcraft Management, Inc.

Job Description

ORGANIZATION STRUCTURE:

The Housekeeper reports and is responsible directly to the Maintenance Supervisor.

The Housekeeper/Porter is the community's silent salesperson. His/Her work is seen daily by the residents in the common areas, hallways, and laundry rooms and by prospective residents when they see a vacant, ready apartment or the furnished model. The Housekeeper/Porter sets a quality standard in the community. This job may require personal contact with residents. Professional conduct is essential at all times. The Housekeeper/Porter reports directly to the Maintenance Supervisor. Specific duties include, but are not limited to:

AUTHORITY:

Has the authority to make recommendations and suggestions to Supervisor on all aspects of maintenance.

PERFORMANCE MEASUREMENTS:

1. Maintaining a high quality of work in cleanliness, routine cleaning of hallways, laundry facilities, and other common areas.
 2. Cleaning the model and office daily, before hours of operation.
 3. Assisting with daily trash pick up.
 4. Cleaning vacant apartments, preparing them for new residents.
 5. Cleaning up in occupied units as directed by property manager or maintenance supervisor.
 6. Maintain inventory of equipment and supplies and direct all ordering through manager/supervisor.
 7. Other tasks as assigned.
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QUALIFICATIONS:

EDUCATION/CERTIFICATIONS:

- High school diploma or equivalent.
- Previous experience preferred but not necessary.

Additional Qualifications: Possession of valid Virginia Driver's License and proof of insurance.

SKILLS/ABILITIES:

- Must be able to work well with others (other employees, residents, and vendors).

HOURS OF OPERATION:

- Position requires part time or full time, Monday – Friday with overtime required for emergencies after hours and week ends.
- Willingness to complete time sensitive projects after regular hours when necessary.
- Must be willing to travel sometimes on short notice.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of Artcraft Management, Inc.

WORKING CONDITIONS:

The employee is regularly in a shop environment with adequate light, moderate noise levels and ventilation; however this job may require the employee to work in potentially hazardous areas such as enclosed spaces, roof tops, heights above 6'; and be exposed to outdoor elements of wind rain and summer heat.

PHYSICAL ACTIVITIES AND REQUIREMENT OF THE POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand and walk for unspecified amounts of time, climb stairs, sit and use hands to handle tools, equipment, and furnishings; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Artcraft Management, Inc. maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.
