Job Title: Housekeeper

Job Description:

Position Overview:

The housekeeper is responsible for maintaining cleanliness, tidiness, and orderliness within a designated household or establishment. They perform a range of cleaning duties to ensure that living or working spaces are sanitary and organized. The ideal candidate should be detail-oriented, dependable, and capable of working independently.

Key Responsibilities:

1. Cleaning Tasks:

 - Dusting and polishing furniture and fixtures.

 - Sweeping, vacuuming, and mopping floors.

 - Cleaning and sanitizing bathrooms, including toilets, showers, and sinks.

 - Washing windows, mirrors, and glass surfaces.

 - Emptying trash receptacles and disposing of waste appropriately.

 - Cleaning and tidying bedrooms, living rooms, kitchens, and other areas as needed.

 - Laundering and ironing clothes and linens.

 - Ensuring all surfaces are sanitized and disinfected regularly.

2. Organization:

 - Arranging furniture and decorations as directed.

 - Organizing closets, cabinets, and other storage spaces.

 - Keeping track of cleaning supplies and informing the supervisor when supplies need to be replenished.

 - Assisting with organization and decluttering projects as requested.

3. Maintenance:

 - Reporting any maintenance issues, damages, or repairs needed.

 - Performing basic maintenance tasks such as changing light bulbs and fixing minor plumbing issues if capable.

4. Communication:

 - Communicating effectively with homeowners, residents, or supervisors to understand their specific cleaning preferences and requirements.

 - Reporting any concerns or incidents promptly.

5. Compliance:

 - Adhering to health and safety standards and regulations.

 - Following established protocols and procedures for cleaning and maintaining various surfaces and materials.

 - Using cleaning products and equipment safely and appropriately.

Qualifications:

- Previous experience in housekeeping or a related field preferred but not required.

- Knowledge of cleaning techniques and products.

- Ability to work efficiently and independently.

- Excellent attention to detail.

- Good communication skills.

- Physical stamina and the ability to perform repetitive tasks.

- Flexibility to work evenings, weekends, and holidays if needed.

- High school diploma or equivalent preferred.

The responsibilities and qualifications outlined above are intended to describe the general nature and level of work performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities and qualifications required of housekeepers.