

**QUEST ASSET MANAGEMENT, INC.
PERFORMANCE EVALUATION**

Name: _____

Property: _____

SS # _____

Purpose of Review

Evaluation Period (fill in dates)

From: _____

To: _____

Annual
New Hire
Promotion

Transfer/Job Change
Disciplinary Action
Other

Final approval by:

Signature: _____

JOB TITLE: HOUSEKEEPER

REPORTING: The Housekeeper reports to the Property Manager or the Maintenance Technician in the Property Manager's absence.

ESSENTIAL FUNCTIONS:

- _____ 1. Daily cleaning of all offices/clubrooms/models.
- _____ 2. Daily clean laundry facility.
 - _____ a. Sweep, mop, strip, and wax floors.
 - _____ b. Empty trashcans.
 - _____ c. Clean inside and outside of washers and dryers.
 - _____ d. Clean window, sills and blinds.
 - _____ e. Clean light fixtures and switch plates. £ Clean outside of vending machines.
- _____ 3. Daily keep all common amenities clean and sparkling.
- _____ 4. Ensure the "tour routes" (area between leasing office & models) look exemplary at all times.
- _____ 5. Clean vacated apartments as instructed by Property Manager.
 - _____ a. Sweep, mop, strip, wax and vacuum floors.
 - _____ b. Clean ovens, stovetops, refrigerators and vent hoods.
 - _____ c. Clean all shelving.
 - _____ d. Clean and shine bathrooms and kitchens.
 - _____ e. Clean windows, sills, tracks and blinds.
 - _____ f. Clean fireplace, screens and hearths.
 - _____ g. Clean all ceiling fans, light globes, switch plates and baseboards.
- _____ 6. Cleans the clubroom area after supportive services events.
- _____ 7. Vacuum carpets, furniture and window coverings.

- _____ 8. Dust, sweep, and scrub common area floors.
- _____ 9. Scour toilets, sinks, tubs, and showers.
- _____ 10. Wash dishes, sheets and towels, etc.
- _____ 11. Inspects and cleans the parking lot areas, as required.
- _____ 12. Perform any additional duties assigned by the Property Manager, Maintenance Technician and Regional Property Supervisor.

C. JOB PROFICIENCIES:

- _____ 1. Compatible with wide range of people.
- _____ 2. Practices good safety habits.
- _____ 3. Willing to work flexible hours.
- _____ 4. Aware of our goals relative to resident satisfaction and resident retention, and ensures that everyone does their part towards meeting them.
- _____ 5. Notifies the Property Manager promptly of any missing cleaning supplies, paper products or items that need to be reordered.
- _____ 6. Complies with all Quest Asset Management, Inc. policies and procedures.
- _____ 7. Participates and/or is responsible for regularly painting units during the make-ready process. (If not, score "NI")
- _____ 8. Property has not had to hire a cleaning vendor to perform any of the job responsibilities of the housekeep (except for periods of documented absence). (If not, score "NI")
- _____ 9. Is compatible with wide range of people.
- _____ 10. Practices good safety habits.
- _____ 11. Willing to work flexible hours.
- _____ 12. Is aware of our goals relative to resident satisfaction and resident retention, and ensure that you do your part towards meeting them.
- _____ 13. Complies with all Quest Asset Management, Inc. policies and procedures.

PHYSICAL REQUIREMENTS:

While performing the duties, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, smell, talk and hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision ability required by this job includes vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- _____ 1. Is the employee able to perform the duties listed above?
- _____ 2. At the time of this evaluation, did the employee request reasonable accommodations to perform essential functions, noted above?

If "Yes" to question #2 above, what accommodations were requested?
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GOALS	
Progress in achieving goals set during last review.	New Goals

ACKNOWLEDGEMENT:

I, _____, have reviewed this employee evaluation and am able to perform the duties and agree to adhere or improve to these standards as a condition of my employment.

This employee evaluation and my job description should not be construed to imply that these requirements are the exclusive standards of the position. The employee will follow any other instructions, and perform any other related duties, as may be required by their Supervisor.

I understand that this is not an employment contract but merely an acknowledgement of the company's evaluation of my performance during the *Evaluation Period* listed on page one of this form.

Employee Signature

Date

Property Manager's Signature

Date

Regional Supervisor Signature

Date