

**QUEST ASSET MANAGEMENT, INC.**  
**Job Description**

**JOB TITLE: Housekeeper**

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

**RELATIONSHIPS:**

1. Maintain relationships with other staff members, working closest with other maintenance staff members.
2. Maintain relationships with any contract laborers working on property.
3. Maintain relationships with current and prospective residents.

**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.
  - f. Clean outside of vending machines.
3. Daily keep all common amenities clean and sparkling.
4. Ensure the "tour routes" (area between leasing office and 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. Clean corporate suites per the terms of agreement with client. Also ensure company suites are cleaned after guests have left.
  - a. Vacuum carpets, furniture and window coverings.
  - b. Dust, sweep, and scrub floors.
  - c. Scour toilets, sinks, tubs, and showers.
  - d. Wash dishes, sheets and towels, etc.
7. Perform any additional duties assigned by the Property Manager, Maintenance Technician and Regional Property Supervisor.

### **REQUIREMENTS:**

1. Must have high school education or equivalent.
2. Must have previous cleaning experience.
3. Must be compatible with wide range of people.
4. Must practice good safety habits.
5. Must be willing to work flexible hours.
6. Be aware of our goals relative to resident satisfaction and resident retention, and ensure that you do your part towards meeting them.
7. Comply with all Quest Asset Management, Inc. policies and procedures.
8. If required to drive for the company a valid state driver's license and state required level of liability insurance is required.

### **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.

### **ACKNOWLEDGEMENT:**

I have reviewed the job description and am able to perform the duties and agree to adhere to the standards as a condition of employment.

I understand that this job description does not list the exclusive standards of the position, and that I must also follow any other instructions, and perform any other related duties, as may be required by my supervisor.

I understand that employment with Quest Asset Management, Inc. is at will, meaning that employment may be terminated at any time for any reason without specific prior notice.

I understand that this is not an employment contract but merely an acknowledgement of the company's expectation of me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date