



**POSITION DESCRIPTION**  
**01/01/2022**

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**POSITION TITLE: Custodial Staff**  
**REPORTS TO: Maintenance Superintendent**

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**ATTENDANCE REQUIREMENTS:**

8:00am to 4:00pm (-hour lunch not paid) Monday through Friday

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**MINIMUM REQUIREMENTS:**

High School Diploma or GED. Must have the ability to communicate in the English language; interpersonal skills; prior experience in housekeeping.

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**POSITION SUMMARY:**

Responsible for ensuring the cleanliness of Westerly Apartments, as well as helping to maintain a professional, safe, secure environment for staff and residents.

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**PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:**

General apartment building environment with typical equipment. Must be able to: grip and lift grasp/use broom and mop; bend and stoop to pick up debris; lift up to 50 lbs. Will work in all areas of the property including vacant resident suites, and grounds.

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**SUPERVISION:**

No direct supervision but may be required to train/assist new or less knowledgeable staff at times

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**PRINCIPAL DUTIES OF HOUSEKEEPING STAFF:**

**1. CLEAN COMMON AREAS**

- a. Sanitize all tables, chairs, cabinets, lamps, light fixtures, wall vents, handrails, windowsills, blinds and other fixtures in common areas of Westerly Apartments.
- b. Take action to ensure that residents, guests and visitors will get a favorable impression of the building, public areas and grounds.
- c. Clean and sanitize offices, empty trash receptacles and recycling bins.
- d. Vacuum carpets, sweep and mop floors and spot clean carpets in common areas.
- e. Clean and sanitize common area bathrooms, refill paper towels, toilet paper, and soap dispensers, clean mirrors.
- f. Clean and sanitize laundry rooms, floors, wipe down washers and dryers, clean washer tubs and lint traps.
- g. Check for marks on walls throughout the facility – clean as necessary.
- h. Identify potential maintenance issues and report them to the maintenance supervisor.

- i. Demonstrate safe and proper techniques for use of chemicals and cleaning solutions and stocking of housekeeping cart.
- j. Responsible for notifying maintenance supervisor when items are needed to stock housekeeping cart.
- k. Maintain a clean, neat and orderly cart and storage area.

**2. CLEAN RESIDENT SUITES AFTER MOVE-OUT**

- a. Clean and sanitize all light fixtures, wall vents, windowsills, blinds and other fixtures in the vacant unit.
- b. Empty unit of all trash and recycling.
- c. Dust and clean as needed. Check for debris and vacuum as necessary.

**3. OTHER**

- a. Other duties as may be assigned from time to time by the Superintendent.
- b. Communicate daily with the Superintendent. Keep him/her informed on all building problems, emergency situations, housekeeping issues and resident concerns that need to be addressed.
- c. Demonstrate a caring attitude toward residents. Interaction with residents and staff shall be courteous, objective, progressive and professional.
- d. Offer support to other departments as necessary.
- e. Maintain professional confidentiality regarding residents and staff.