

Hillsdale Housing Commission

45 N. West Street • Hillsdale, MI 49242

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Housekeeper Job Description

General Summary and Supervision

The Housekeeper is responsible for maintaining all interior areas other than occupied tenant apartments in a decent, safe, and sanitary condition. The Housekeeper is expected to promote a clean, healthy environment for our residents. Day-to-day supervision of the Housekeeper shall be the responsibility of the Maintenance Supervisor. Whenever possible, the Housekeeper shall report to the Maintenance Supervisor first in any of the areas listed below. In the absence of the Maintenance Supervisor, the Housekeeper shall report to the Executive Director or his/her designee. In the absence of both the Executive Director and the Maintenance Supervisor, the Housekeeper shall report to the Housing Commission members. The Housekeeper shall inform the Maintenance Supervisor or his/her designee prior to leaving Housing Commission property during normal work hours.

General Duties

1. The Housekeeper shall provide general cleaning services to halls and common areas of Hilltop Apartments, limited access areas and storage areas, including restrooms, Community Room, Community Room kitchen, Laundry Room, Library, Game Room, Vestibule, Lobby, etc. Cleaning services shall include all glass (interior and exterior), floors, walls, fixtures, etc.
2. The Housekeeper shall assist Maintenance Supervisor with general cleaning.
3. The Housekeeper shall assist the Maintenance Supervisor in tracking and maintaining appropriate levels of cleaning materials.
4. The Housekeeper will ensure the cleanliness of assigned areas and floors throughout Hilltop Apartments in a safe, positive and professional manner.
5. The Housekeeper is responsible for safe, orderly storage and use of cleaning chemicals, supplies and equipment.
6. The Housekeeper shall operate vacuum cleaners, upholstery cleaner, floor care machines and various other items in a safe and efficient manner.
7. The Housekeeper shall prioritize his or her workload according to instructions provided by the Maintenance Supervisor.
8. The Housekeeper shall bring unsafe and/or unsanitary conditions to the immediate attention of the Maintenance Supervisor.
9. The Housekeeper shall observe the Housekeeping Schedule, which is regularly updated and furnished by the Maintenance Supervisor. The Maintenance Supervisor shall inform the Housekeeper of any changes in the Housekeeping Schedule, and shall provide a copy of this document in a conspicuous location. The Housekeeping Schedule is incorporated by reference as an integral document of this Job Description.

- 10. From time to time, the Executive Director, his or her designee, members of the Housing Commission, or their designee, may request that the Housekeeper perform additional duties not listed in this Job Description, provided that:
 - a. The request is reasonable in that it would normally be considered to be within the scope of the Housekeeper’s routine scope of responsibilities; and,
 - b. The Housekeeper shall have the right to refuse such tasks should he or she feel that the request is hazardous, dangerous, unethical, unlawful, and/or discriminatory. Such refusal shall be placed in writing, clearly stating the reason for refusal. If refusal of duties is not resolved to the satisfaction of the Housekeeper and/or Executive Director, either party shall have the right to request a hearing with the Housing Commission.

I hereby acknowledge that I have read the Housekeeper Job Description, agree to abide by its contents, and have received a copy.

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Signature

Date

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Executive Director

Date

Approved by the Hillsdale Housing Commission on 07/10/2008, Resolution #HHC 2009-01