

JOB DESCRIPTION

POSITION TITLE: CLEANER / HOUSEKEEPER

REPORTS TO: HOUSE MANAGER

DEPARTMENT: RESIDENTIAL SUPPORT SERVICES

HOURS OF WORK: FLEXIBLE HOURS / SUNDAY TO SATURDAY

ISSUE DATE: JANUARY 13, 2013

JOB PURPOSE / OBJECTIVES

Perform basic cleaning services in the personal residence of the CEO as required to allow him to free up his time to develop the business. The Cleaner / Housekeeper may choose to also hold other positions and / or to assist other team members in accomplishing their tasks or projects in a timely manner as required using quality standards to meet management expectations. They may also choose to support management using other existing skills and abilities and / or to learn and implement new processes and develop additional skills.

Key Responsibilities Listed in Order of Importance

Activity 1: General Cleaning

- Clean Sinks, Counter and Stove Top
- Clean Shower and Tub
- Clean Toilets

Activity 2: Clean Floors

- Dust Mop and clean Vinyl and Hardwood Floors as needed
- Vacuum carpets, stairs and upholstery and empty the vacuum

Activity 3: Laundry

- Wash, Dry and Fold the Laundry
- Hang the Shirts and Pants (after ironing as needed)
- Put Away the Laundry and Fluff the Bed

Activity 4: Dishes

- Wash Dishes and Put Away the Clean Dishes

Activity 5: Garbage, Compost and Recyclables

- Empty Garbage and Compost Pails
- Empty Small Garbages
- Take Out the Laundry Room Garbage
- Take Out the Recycleables
- Take Recycling and Garbage Bins Out and Return them

Activity 6: Other Less Common Cleaning Tasks

- Notify House Manager when Cleaning Supplies are Running Low
- Dusting
- Clean Windows
- Clean pet messes and Human messes as required
- Sew on Buttons and Minor Sewing as Required
- Clean Stove
- Clean Carpets and the carpet cleaner as needed (Only every few years)
- Wash Walls and Surfaces
- Polish Silver

Activity 7: Common Responsibilities for All Positions

- Bring in leads for new Team Members, Capital Scouts, Investors and other leads as the network develops
- Provide superior customer service at all time
- Keep accurate, complete and current time sheets
- Other Duties as Required

EDUCATION AND EXPERIENCE

While no formal education is required, the incumbent must have a strong work ethic and show demonstrated competence in the field. Pride in workmanship, attention to detail and care in the job are a must.

PHYSICAL CAPABILITIES

Must be able to perform a controlled lift of 100 pounds. Must be able to perform repetitive physical tasks such as vacuuming, mopping and scrubbing. Independent mobility and the ability to ascend and descent a flight of stairs are requirements.

OTHER DETAILS

You will need to be able to work independently. Accurate and Timely Time Sheets and Record Keeping are a must. Attention to detail is a must.

Cleaner / Housekeeper – Job Description



This position may lead to a paid part time, full time or salaried position depending on performance, ability, qualifications, work ethic, business performance and interest on the part of the applicant.

Note: This position is available for volunteers, interns and independent out-sourced contractors who are willing to be compensated with deferred payments. Participants will be entered in our exclusive Loyalty Rewards Program.

This is a general job description of the main functions of the position and is not intended to cover all of the detail of the work requirements.