

Cleaning Professional

Job Summary: This position performs the overall housekeeping services for internal areas of the Community including but not limited to the office, model and vacant apartment homes, cabana, common area(s), as well as preparing vacant apartments to HNN standards for future residents.

Essential Duties and Responsibilities

1. Maintain direct contact with the Community Manager and the Community team through routine, positive and timely communication.
2. Based on the determined schedule of daily, tri-weekly, or bi-weekly, maintain the interior of the following areas of the Community:
 - a. Office
 - b. Clubhouse
 - c. Model Apartment Homes
 - d. Laundry Rooms
 - e. Other Common Areas
 - f. Vacant Apartment Homes
3. Coordinate priority of work with the Community Manager and/or designated Community team member.
4. Responsible for cleaning all aspects of vacant units including appliances, bathrooms, glass, etc. The unit is to be “sparkling clean” and ready for move-in when finished with the exception of steam cleaning.
5. Upkeep vacant units that have been ready for more than one week by dusting, vacuuming and providing general freshening up.
6. Immediate pick up of any type of litter from any exterior or common area to maintain sharp appearance.
7. Responsible for the care and timely maintenance of all equipment entrusted to their care.
8. Maintain cleaning supplies and request re-ordering of those supplies in a timely manner from the Community Manager and/or designated Community team member. Ensure the proper use of these supplies and prevents pilferage by residents or other employees.
9. Maintain proper stock amounts within budget restraints, keep all MSDS sheets in order, and chemicals properly labeled.
10. Work professionally with contractors and vendors.
11. Uphold good security practices including but not limited to key control access.
12. Maintain a strong commitment to outstanding customer service.
13. Collaborate with other on-site personnel in preparation for and attend community/resident functions.
14. Maintain a professional attitude at all times.
15. Wear appropriate uniform, safety and protective equipment at all times.
16. Maintain high ethical standards in all matters.
17. Understand HNN operation guidelines and properly document all injuries/incidents and report them to your supervisor.

18. Establish and maintain a good working relationship of harmony and instill the BE ONE TEAM value with all personnel.
19. Attend webinars, in person training and online training as communicated by your Community Manager, HR or any other corporate designee.

Knowledge, Skills and Abilities

1. Knowledge of Federal Fair Housing and other applicable local, state or federal regulations.
2. The Cleaning Professional's attention to detail and cleanliness creates a "first impression" for every resident (current and future) that walks into the interior of the Community; therefore, not only meeting but exceeding the expectations of this role is of the utmost importance to the Community.
3. Must be organized, adhere to due dates and be able to work well with others.
4. Confidentiality in regards to information and situations.

Qualifications

1. Prefer one year of industry experience and/or one year of experience as a Cleaning Professional.
2. Self-motivating with a high level of positive energy.
3. Successful completion of background check and drug screen is required.
4. Must have at least a high school diploma/GED.
5. Must be able to speak, read and write English in a manner sufficient to carry out the duties.
6. Must be legally qualified to work in the U.S. meeting I-9 guidelines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, see, talk and hear. The employee is occasionally required to stand; walk; use hands and fingers; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

1. Flexibility to travel to different locations as needed.
2. Valid driver's license/valid insurance.
3. Flexibility to work evenings and weekends as needed and/or respond to on-call emergencies.

Other Duties

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the company.

AAP/EEO Statement

HNN provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

HNN Accountability

To your Community Manager, Philip Nored, Jack Hunden and Tom Neubauer as owner representatives and to our entire team – each individual is accountable for everyone else.

Signatures

This job description has been approved by management:

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position:

Employee _____ Date _____