



HOUSEKEEPER

REQUIREMENTS:

- Ability to navigate apps within a smartphone/tablet environment
- Professional in all forms of communications such as email, phone calls, video calls and texts
- Ability to work well under pressure in an agile, fast-paced environment
- Excellent time management skills with the ability to change activity frequently and cope with interruptions
- Highly responsive and reliable
- Strong attention to detail
- Prior housekeeping experience a plus
- Adhere to all company policies and procedures

RESPONSIBILITIES:

- Professionally clean and maintain Tides to Pines properties using cleaning procedures and products in conformance with prescribed company standards
- Sweeping, vacuuming, mopping, dusting, and washing all surfaces
- Move all reasonably portable furniture in rooms to clean under and behind
- Assist with laundry as needed
- Minor Maintenance as needed such as changing lightbulbs, replacing batteries etc.
- Create a welcoming environment for our guests and owners by ensuring homes are clean and cared for
- Inspect homes for any damages or repairs needed, take photographs and document details. Reports all issues to management immediately.
- Collect and remove trash and debris
- Meet and maintain required Housekeeping standards
- Attend all mandatory individual and team meetings
- Replenish consumable items such as soaps and paper products
- Other responsibilities as assigned - because every day looks different

Work Environment and Physical Demands

- **Availability to work Sunday through Saturday, early mornings and evenings as needed.**
- **Traveling between worksites is frequent and this person will need their own reliable transportation.**
- **Ability to perform housekeeping and maintenance duties**
- **Ability to stand, sit, and walk for an extended period of time**
- **Reach overhead and below the waist**
- **Regularly push, pull, and lift up to 35 pounds**
- **Occasionally lift or move up to 50 pounds**
- **Bend, stoop, squat, kneel, and twist**
- **The physical demands described here are an example of those that must be met by an employee to successfully perform the essential functions of this job.**



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