### JOB DESCRIPTION
Responsibilities and Duties:
- sweep, scrub, mop and polish floors, vacuum clean carpets, rugs & draperies
- shampoo carpets, rugs and upholstery
- dust and polish furniture and fittings, clean metal fixtures and fittings
- empty and clean trash container, dispose of trash in a sanitary manner
- clean wash basins, mirrors, tubs and showers
- wipe down glass surfaces, tidy up rooms
- make up beds and change linens as required
- wash windows as scheduled
- sort, fold and put away clean laundry
- operate mechanized cleaning equipment
- maintain all cleaning equipment and materials in a safe and sanitary working condition
- monitor and report necessary domestic repairs and replacements

### 3 TO 5 KEY SKILL SETS REQUIRED
Qualifications and Skills:
- Team oriented
- Good communication skills
- Sense of urgency