

WESLEY HOUSING CORPORATION OF MEMPHIS, INC.

Job title: Housekeeper

Division/Department and Location: Housing; Memphis

Reports to: Community Manager

Essential Duties and Responsibilities:

Work collaboratively to maintain a strong team within assigned community. Ensure cleanliness and order in the community by performing housekeeping duties or other duties as assigned.

Ensure building cleanliness through normal Housekeeping duties and in accordance with community specific procedures and current company policies and procedures. Duties to include emptying trash, and clean public and office restrooms, clean empty units and prepare them for occupancy, dust, vacuum, mop, or sweep, wax, strip, or buff floors, etc. as needed.

Ensure community is properly disinfected using proper sanitation practices ensuring proper mixing and use of chemicals (in accordance with appropriate Material Safety Data Sheets (MSDS) during cleaning. Provide lists of needed supplies to the manager for ordering.

Ability to prioritize and meet deadlines, while maintaining a positive attitude.

Must be courteous to residents and visitors at all times and maintain confidentiality with regard to information concerning residents and the business of the community but must report all lease violations to the immediate supervisor.

Respond promptly to resident needs and manage difficult or emotional situations. Report residents in distress to direct supervisor and/or resident service coordinator in accordance with current policies and procedures.

Education and/or Work Experience Requirements:

- High school diploma or GED preferred.
- A minimum of 1 to 3 months related experience and / or training; or equivalent combination of education and experience preferred.

Physical Requirements:

- Ability to safely and successfully perform the essential functions of the job consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards and currently published policies and procedures.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to ambulate, bend, stoop and reach. Must be able to perform heavy work including lifting and carrying up to 50 lbs.
- Must be able to operate tools and equipment necessary to perform duties.
- Must be able to talk, listen and speak clearly
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job

Full-time, hourly 40 hours per week. Full-time employees are offered a wide range of benefits including PTO, paid holiday, retirement plan, FSA, and insurance offerings. In addition to those benefits we offer educational assistance and personal leave.

Background check, references and drug screen completed on all positions. EOE
To apply, send cover letter and resume to: human_resources@wesleyhousing.com
Or via fax: 901.380.4910.