



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Day Maid – Harwood Lifestyle Management, LLC

Summary

Daymaids at Harwood Lifestyle Management, LLC, play a key role in our growth and resident happiness by providing quality cleaning services to our valued customers and tenants.

Classification

Non-Exempt/Hourly

Essential Functions

Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dust furniture, equipment, partitions, walls, etc.
- Clean and disinfect sinks, countertops, floors, toilet, mirrors, tables, chairs, refrigerators, microwaves, etc. in restrooms, break rooms and/or kitchenettes
- Replenish supplies in restrooms, break rooms and kitchen
- Sweep, mop, vacuum and/or hand scrub floors using brooms, mops and vacuum cleaners
- Empty trash cans and recyclables into disposal areas
- Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.
- Identify potential safety or maintenance issues and communicate them to client in the comments section on the customer checklist.
- Arrive to work (client location) at scheduled time, perform services to established standards and insure the client's facility is locked and secured when you finish and leave.
- Handle special requests for customers as appropriate and note handling on the customer checklist and company paperwork
- Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.

Competencies

- Communication
- Customer Focus/Service
- Dependability
- Sense of Urgency
- Work Environment/Safety

Supervisory Responsibility

No

Work Environment

Physical demands include walking and standing, climbing, bending, kneeling to clean floors by hand, push and pull objects, lift and move objects (including 20 lb. vacuum), repetitive bending and lifting, and repetitive arm movements. Travel to / from customer's business is required. Uniforms, provided by the Harwood International, must be worn during work hours.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours vary and are based off of need. While we work to provide set scheduling, there will be a need to have staff that is flexible to assist during days that they are not normally scheduled.

Required Education & Experience

- Ability to speak and write English fluently and relay information between the team, customers, and office staff.

Preferred Education & Experience

- Experience in a service environment

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please email your resume to nrungruangphol@harwoodinc.com