



teresa leigh
household risk management

Housekeeper

Location: Raleigh, NC

Hours: Part time; Tuesdays and Thursdays; 9:00 a.m. - 4:00 p.m.
Some weekend and on-call hours required

Salary Range: \$10 - \$14 per hour, commensurate with experience

Job Responsibilities:

- Vacuum carpet and polish wood floors
- Polish furniture and fixtures
- Sanitize kitchen appliances and surfaces
- Mop kitchen and bathroom floors
- Wash and put away dishes
- Clean sinks, toilets, tubs and showers in bathrooms
- Empty all trash bins in the house
- Organize drawers, shelves and closets
- Change linens on beds
- Wash, iron, fold and put away laundry
- Inventory and order cleaning and laundry supplies

Job Requirements:

- 3 to 5 years of professional home housekeeping experience
- Valid driver's license and clean driving record
- Ability to pass a background investigation
- Respectful and polite demeanor
- Upbeat and happy personality
- Ability to maintain professional boundaries
- Excellent work ethic
- Dependable, reliable, and prompt
- Works well independently and with other service staff