

## HOUSEKEEPER

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Company: Sorensen Staffing

Location: India

Category: other-general

### Job Description

#### SUMMARY

The Housekeeper (HK) role is responsible for maintaining the daily housekeeping of the primary residence for a private family of five residing in the San Francisco area. This includes general tidying, cleaning, and organizing of all spaces in the home (i.e., kitchens, bathrooms, bedrooms, oces, family and living rooms, guest rooms, etc.). The housekeeper's priority is maintaining the homes' cleanliness, ensuring the spaces are inviting and comfortable, and always following health and safety rules and regulations. The HK must be able to work unsupervised or in a collaborative team environment. This role requires a self-motivated, trustworthy individual who takes the initiative when tidying and tending to spaces.

Duties include but are not limited to cleaning and sanitizing all toilets, showers, baths, sinks, and countertops, dusting and polishing all furniture and fixtures, cleaning all kitchens and food prep areas, washing interior and exterior windows and mirrors, vacuuming and cleaning carpets and rugs. This role is responsible for mopping all floor types, operating cleaning equipment, cleaning fireplaces and BBQs, and sweeping decks. The position is responsible for making beds and preparing for guests. HK duties include emptying trash bins and recycling and checking that gas appliances are used and cleaned regularly.

The HK tasks may also include moving furniture, lifting furniture, covering outdoor furniture, and helping with packing and unpacking. The position will also occasionally walk dogs.

The HK must report any concerns, repairs, damage, or replacements needed on the

property to the Executive Housekeeper and the Facilities Operations Manager. This role must be flexible to changes and show excellent listening and communication skills. The HK role is a collaborative and hands-on position that works closely with others to anticipate the family and their guest's needs.

Essential Duties and Responsibilities Household Responsibilities - Core areas of focus include:

- Cleaning— Tidying and regular house cleaning, including bathrooms, mopping floors, dusting, vacuuming, changing bed linens, making beds, closing, or cleaning rooms. etc., as assigned by the Executive Housekeeper. Operate and maintain cleaning equipment— empty trash bins and recycling. Detailed, deep cleaning while the Principals are out of town or absent. Cleaning outdoor areas and garage as well.
- Routines: Clean the garage's interior, sweep and mop the floors as needed, and ensure all garage stored items are securely placed and kept in their designated areas at all times. Daily exterior cleaning of the property, hosing down driveways, alleyways, and sidewalks, pick up leaves and debris, and ensuring water features are clear of leaves.
- Laundry — Washing, drying, and putting clothes away. Assisting with occasional ironing, dry-cleaning delivery, and pickup.
- Vehicles – Clean the family's vehicles, including all sports equipment, bikes, scooters, camping gear, etc.
- Organizing the family's belongings when needed— closet, pantry & home organizing in support of the Executive Housekeeper. Ensure items are always treated with care. Help with packing and unpacking as required. Stock room drawers and tidy after the rooms are used.
- Consistency – Ensure all spaces have consistent housekeeping standards and understand the Principals' preferences.
- Communication – Collaborate and communicate clearly with the Executive Housekeeper and the Facilities Operations Manager.
- Reporting— Report any concerns, repairs, damage, or replacements needed on

properties.

- Miscellaneous—Grocery shopping and errand running for guests and Principals. Engage in special projects as requested. Occasional dog walking, miscellaneous errand running, package coordination, etc. Assist in event support.
- Household Inventories –Communicate stock purchasing that is needed. Keep track of cleaning supply inventories.

#### QUALIFICATIONS Education & Experience

- A high school diploma or GED certificate and at least two years of experience providing residential housekeeping or household assistance.
- Experience working within a high-service, action-oriented private household environment with high accountability levels. Adept in private service environments.
- Excellent working knowledge of cleaning appliances, tools, and cleaning products.
- Physical strength and stamina to work for extended hours. Able to lift at least 50 lbs.
- Meticulous with refined attention to detail.

#### Personal Qualities & Character Sketch

- Warm, polished, poised, intuitive, respectful, calm, and collaborative by nature.
- A superb attitude and work ethic.
- Honest, trustworthy, reliable, and well-presented.
- Is observant and attentive to the Principal's preferences and intuitive at replicating the qualities they enjoy.
- Has a can-do attitude, no task being too great or too small, and genuinely enjoys providing personal service.

#### ADDITIONAL INFORMATION

- Work location: This role will be oced in residence at the family's home in the Presidio Heights neighborhood.
- Compensation: Highly competitive up to \$50/hour DOE + full benefits and incentive

plan.

- The family has one dog and a cat, and candidates must be comfortable around pets.
- All qualified finalists require verifiable references, a thorough background check, and an online assessment.
- Equal opportunity employer. Our client celebrates diversity in an environment that is equitable and inclusive.

## **Requirements**

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