



JOB ADD POSTING

Job Title:	Housekeeper	Job Code/ Req #:	4001
Location:	Atlanta, GA	Travel Required:	No
Salary Range:	TBD	Position Type:	Full Time
HR Contact:	Schreka McKinney		
Date posted:		Posting Expires:	Until Filled
External posting:	Yes	Internal posting:	Yes
Applications Accepted By:			
Fax or E-mail: (404) 745-0055 or hr@condominiumconcepts.com Subject Line: Attention: [HR Department RE: Job Code/Req# and Title]			
Job Description			
ROLES AND RESPONSIBILITIES <ul style="list-style-type: none"> Keeping ALL common areas, amenities and offices clean and attractive Changing light bulbs Removing trash from the grounds Replacing doggie pot bags daily Cleaning exterior public areas Cleaning grills and utensils daily Any other duties directed by the Maintenance Supervisor or Property Manager 			
Reviewed By:		Date:	
Approved By:	Schreka McKinney	Date:	
Last Updated By:		Date/Time:	