

## Housekeeping Lead

### Full Time

We are looking for a **hands-on Housekeeping Lead** to join our team at Brookings Property Management. This is a new full-time position for someone who takes pride in doing the job right and leading by example.

The **Housekeeping Lead** works alongside the cleaning team, sets the standard for quality, and helps ensure our properties are consistently clean, well-maintained, and ready for residents. If you enjoy physical work, teamwork, and being someone others can rely on, this role may be a great fit.

We are willing to train the right applicant.

### Tasks include:

- Lead and coordinate the cleaning team across multiple properties
- Work hands-on with the team to ensure common areas and unit turnovers are cleaned thoroughly and on schedule
- Perform routine cleaning duties including dusting, sweeping, vacuuming, mopping, restroom cleaning, and vent cleaning
- Inspect work and ensure cleaning meets company standards
- Occasionally assist with heavy cleaning tasks and special projects
- Communicate needed repairs or issues to management
- Stock, organize, and maintain cleaning supply rooms
- Follow all health and safety guidelines

### Requirements:

- Basic cleaning knowledge and willingness to lead by example
- Ability to interact professionally with staff, residents, and service providers
- Ability to lift up to 50 pounds
- Strong work ethic, positive attitude, and attention to detail
- Ability to work independently and as part of a team
- Valid driver's license

### Schedule:

- Full Time
- 40 Hours a week
- Monday to Friday
- Multiple worksites

### Compensation:

- \$20+/hour DOE
- Mileage reimbursement
- 401k with 8% match
- 8 paid holidays
- 1.5 hours PTO/week
- 75% paid company health insurance

*Brookings Property Management is an equal opportunity employer.*

