



## **BOSTON ATHLETIC CLUB**

### **HOUSEKEEPERS JOB DESCRIPTION**

Boston Athletic Club Housekeepers are vital members of the gym staff team. They ensure that the facility is clean and meets the expectations of members. Housekeepers will be responsible for any combination of cleaning duties on the gym floor, locker rooms and offices. Housekeepers work under the direction of the Facilities Managers.

Some of the various duties housekeepers have include:

- Cleans outside glass
- Wipes down equipment, doors and floors as necessary
- Empties trash and recycle receptacles daily
- Sweeps and mops floors/stairwells/staircases
- Cleans carpets and floors as needed
- Cleans all fitness equipment, bathrooms (tile, showers, walls and sink), mirrors and glass
- Dusts furniture and fixtures daily
- Cleans the management office daily
- Mops and sweeps lobby floors
- Cleans the locker room (sweeps, mops, trash removal, dusts, cleans out lint)
- Maintains and organizes mops, brooms, vacuum cleaners and other equipment/supplies in good condition in designated storage areas
- Picks up debris on carpet and vacuums carpet
- Replaces or adds required supplies in locker rooms
- Cleans vacuum cleaner bags or canister daily
- Reports maintenance problems in an accurate and timely matter

Required education:

- High school or equivalent

Required experience:

- Housekeeping: 1 year
- verbal and written communication: 1 year