



**MONTGOMERY**  
HOUSING AUTHORITY

# JOB ANNOUNCEMENT

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**POSITION TITLE:** Housekeeper at The Terrace

**DEPARTMENT:** Public Housing

**SALARY:** \$29,120

**DATE POSTED:** 10/17/2024

**CLOSING DATE:** Until Filled

**FLSA CLASS:** Non-Exempt

**POSTING NO:**  
**1147**

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## **Duties and Responsibilities:**

Responsible for professionally cleaning and ensuring a positive overall impression of The Terrace by providing the necessary cleaning services. Responsibilities include, but are not limited to, the following:

1. Performs general cleaning and sanitizing tasks and services throughout assigned property.
2. Uses cleaning cart to transport cleaning supplies.
3. Mop hard surface floors with a treated dust mop.
4. Mop and rinse restroom floors with a disinfectant.
5. Stock towels, tissue, and hand soap.
6. Cleans and disinfects bathrooms.
7. Cleans and disinfects kitchen and dining areas.
8. Wipes and dusts surfaces in room and cleans mirrors.
9. Vacuums and cleans floors, rugs, furniture, and drapes.
10. Picks up and empties trash containers.
11. Notifies maintenance if something is not working properly.
12. Performs other duties as assigned.

## **Qualifications and Knowledge:**

High school diploma or equivalent

1. Excellent organizational skills
2. Basic math skills
3. Detail-oriented and thorough.
4. Ability to remain discreet and respect the privacy of residents, tenants, and/or guests.
5. Sufficient ability to read, write, speak, understand, and communicate in English to complete work efficiently, effectively, and courteously.
6. Bondability.

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7. Valid Alabama driver's license or must acquire one within 30 days of employment.
8. Eligibility to be covered under the Authority's fleet auto insurance.

### **Supervision Received and Given:**

The employee receives assignments from the Property Manager. Most instructions are broad directives or policy statements. Normally, the employee receives specific instructions only in unusual or sensitive circumstances.

The employee initiates and follows through on routine tasks with minimal supervision. Situations that arise which are not covered by instructions are referred to the President/CEO or dealt with independently, depending on the circumstances. Normally, the employee identifies what needs to be done and indicates the priorities, deadlines, and resources available.

The employee monitors the work of subordinates for accuracy, completeness, compliance with policy, and achievement of objectives, evaluates their performance and provides counseling.

### **Guidelines:**

The employee refers to MHA's and HUD's guidelines in performing work. These guidelines cover most job-related situations, although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances. This job is a Section 3 eligible job opportunity. We encourage applications from individuals that are low income and/or live in Public Housing and/or receive a Section 8 voucher";

### **Complexity:**

The employee performs a wide variety of tasks, which range from routine to difficult and are not closely related. The employee must identify the work that needs to be done, determine how to accomplish it and coordinate, integrate, and prioritize a variety of tasks or assignments. The employee must make regular decisions involving usual and unusual circumstances, conflicting data, or other non-routine occurrences. Routine work is instructed, and problems encountered by the employee do not require extensive analysis to identify them. Tasks frequently have to be coordinated, integrated and/or prioritized. Decisions regarding unusual circumstances may be made by the employee and/or referred to the supervisor for resolution.

### **Scope and Effect:**

The employee's work primarily impacts the new development program of the housing authority and the Authority's residents and non-residents. Successful accomplishment of duties by the employee will result in timely completion of those programs and provide better, more-affordable housing for low-income families in the community.

### **Personal Contacts:**

Contacts are primarily with other Authority employees, federal, state and local governmental officials and representatives, and community agencies. The employee has contact with architects, engineers, consultants, contractors, and Authority residents. The primary purpose of contacts is to obtain, give or clarify information, plan and provide assistance, and resolve problems. Contacts are normally cooperative; however, they may be occasionally antagonistic, unresponsive, or uncooperative contacts.

### **Physical Demands:**

Work is principally sedentary but involves some physical exertion during on-site visits with residents or staff members, inspections of Authority developments, and construction sites, and facilities. Physical demands may include bending, stooping, bending, standing, walking at construction sites, climbing ladders, and exposure to outside elements.

### **Work Environment:**

Work involves the normal risks or discomforts associated with an office environment and is usually in an area that is adequately heated, lighted, and ventilated. From time to time, it involves visits to outdoor developments, sites, dwellings or facilities, inspections of structures and/or confrontations with residents, employees and contractor personnel. Work is primarily with use of computer, reading and preparing documents, and meeting deadlines.

**PLEASE VISIT [MHA On-line Job Application](#), TO APPLY ON-LINE.**

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified