

## **Job Description: Short-Term Rental Cleaner / Housekeeper**

### **Position Overview**

We are seeking a detail-oriented, reliable Cleaner/Housekeeper to maintain a high standard of cleanliness and presentation for our short-term rental properties. This role ensures each guest arrives to a spotless, welcoming home and that turnovers are completed efficiently between stays. This role ensures an exceptional guest experience by upholding high standards of cleanliness, safety, and presentation throughout the property.

### **Key Responsibilities**

#### **Turnover Cleaning**

- Perform full-home cleaning between guest stays, including:
- Bedrooms: strip beds, launder linens, make beds hotel-style
- Bathrooms: sanitize all surfaces, restock essentials, remove trash
- Kitchen: clean appliances, wipe cabinets, wash dishes, restock supplies
- Living areas: dust, vacuum, mop, tidy décor
- Outdoor spaces: sweep entryways, tidy patios, check for trash or debris
- Ensure the home meets a consistent “guest-ready” standard every time.

#### **Laundry & Linen Management**

- Wash, dry, fold, and store linens and towels
- Inspect linens for stains or damage and report replacements needed

#### **Quality Control**

- Conduct a final walkthrough before departure
- Restock consumables (toiletries, paper goods, cleaning supplies)
- Report maintenance issues, damage, or missing items immediately

#### **Property-Specific Tasks**

- Check outdoor furniture, grill, and lakefront areas for cleanliness
- Ensure pontoon or dock area is tidy and safe (no mechanical tasks required)
- Verify that house rules signage and guest materials are in place

### **Requirements**

- Interest in cleaning and organization. Training will be provided.
- Strong attention to detail and consistency
- Ability to work independently and follow a checklist
- Reliable transportation and punctuality
- Ability to work flexible hours, including weekends and holidays
- Comfort using a smartphone for checklists, photos, and communication

### **Schedule & Compensation**

- Work is based on guest turnover schedule; hours vary week to week
- Turnovers typically occur between 10:30 AM – 4 PM
- Compensation: \$23+/hr, depending on experience