

TEMPORARY HOUSEKEEPER/ OFFICE ASSISTANT POSITION



Position Summary: Perform light cleaning duties to maintain the establishment, including Offices, restaurant, and general working area, in a clean and orderly manner.

Essential Duties and Responsibilities:

- Provide quality customer service to customers by providing one-on-one attention to detail.
- Prepare tea, light meals and dining area for clearance.
- Sweep, scrub, mop and polish floors.
- Vacuum carpets, rugs and draperies.
- Shampoo carpets, rugs and upholstery.
- Dust and polish furniture and fittings.
- Clean metal fixtures and fittings.
- Empty and clean trash containers.
- Dispose of trash in a sanitary manner.
- Clean wash basins, mirrors, tubs and showers.
- Wipe down glass surfaces.
- Make up office upholstery and change office linens as required.
- Realign furniture and amenities according to prescribed layout.
- Respond to guest queries and requests.
- Respond to calls for housekeeping problems, such as spills and broken glasses.
- Contribute to team efforts; exhibits professionalism with customers, fellow associates and others.
- Perform other duties as assigned.

About ACE Research:

ACE Research is an equal opportunity employer. At ACE Research, we are committed to treating all Applicants and Associates fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, sexual orientation, gender identity, or any other classification protected by law.

Qualified candidates must be able to perform the essential functions of this position satisfactorily with or without a reasonable accommodation.

Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an accurate reflection of the position posted, the Company reserves the right to modify or change the essential functions of the job based on business necessity.