**JOB TITLE:** **Property Services**

**Department:**Property Services **Reports To:** Director of Lodging

**Positions Supervised:**None
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**JOB COMPENSATION:**Based on experience, job performance, and ability to accept additional responsibility. Enrollment in the company’s health insurance plan is available beginning the month after completing two months of full-time employment. 401(k) participation is available after 1 year of full time employment. Employee is eligible to use PTO after 6 months of full time employment. The amenities of Fripp Island Resort can be made available upon supervisor approval and include discounts on golf, tennis, lodging, excursions, marina, restaurants, and activity center.

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**JOB SUMMARY:** The Property Service Inspectors ensure that the vacation rental guest homes meet all cleanliness and quality requirements for guest readiness. Perform inspections following cleaning and light cleaning, touch up as needed. Reliable transportation and phone a must. Position is full time, year around and includes weekends. Employment is contingent upon a background check and pre-employment drug screening.

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**JOB DUTIES:**

* Pre arrival and departure inspections
* Inspect for cleanliness
* Record property damage or repair needs
* Adapt to regularly changing priorities and have the ability to appropriately prioritize
* Perform general touch up and minor cleaning to assure room readiness
* Replace property inventory such as blankets, cookware, light bulbs, and batteries, as needed
* Performs other duties as assigned.

**SKILLS:**

* Use common house cleaning tools
* Good communication
* Ability to make decisions and solve problems
* Organizing, planning and priority work

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**PHYSICAL REQUIREMENTS:**Must be able to go up and down numerous steps. Must be able to lift 40 pounds. Requires bending, pushing, stooping and lifting objects frequently.

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**EXPECTATIONS**

* Must have valid driver’s license and be able to provide a vehicle for job use.
* Must have phone
* Dependability
* Cooperative attitude
* Self control
* Integrity
* Initiative
* Must have good communication and excellent organizational and time management skills

**KNOWLEDGE**

* Cleaning-solid understanding of systematic cleaning procedures
* Maintenance-general understanding of simple maintenance, like light bulbs and battery replacement