

## Employment Opportunities

Augusta House Cleaning Professionals seeks to hire employees who enjoy house cleaning and take pride in their work. We offer top pay in this industry and if you become employed at AHCP you will become part of the elite group of the best residential cleaners in Augusta.

To help you decide if this company is right for you, below is information on our requirements and our expectations of our employees.

We hire ONLY FULL TIME employees for work Monday through Friday from 8:00 AM until the work is done, which varies. Most days the work is completed before 5:00 PM but sometimes we work beyond 5:30 PM. All employees are required to stay and complete all work every day. There are certain weekend days that are required work days. One is the Saturday before Thanksgiving Day, so that we get a 4 day weekend for Thanksgiving, and some years we also work a Saturday before Christmas in exchange for an extra weekday off around the holiday.

### REQUIREMENTS:

1. You must have a car which you can drive to the homes we clean. We pay you for mileage on the days you drive to the homes you clean.
2. You must have a valid driver license and proof of insurance.
3. You must have an acceptable background.
4. You must be drug free.

### EXPECTATIONS:

1. Honesty at all times is our top priority
2. Quality consciousness. We provide top quality cleaning for our customers and all employees are expected to provide consistent and high quality performance.
3. Efficiency. Employees must maintain an appropriate cleaning speed to ensure work is done in a reasonable time.
4. Professionalism. Employees must be professional and polite at all times with customers, co-workers and all others who we come in contact with while on the job and/or wearing our company uniform.
5. Attendance. We keep the employees who come to work on time every workday.

### Who we hire:

People who enjoy cleaning. Professional house cleaning is hard work, but it is very rewarding for those who like this type of work.

People who have a sense of accomplishment and take pride in their work. We hire people who are top quality and will consistently strive to be the best.

People who consistently come to work on time and who rarely miss work. We expect near perfect attendance. We only consider those who have a history of rarely missing work and who always come to work on time.

People who are physically fit. This work is relatively simple and very healthy, but physically demanding. Individuals who like to stay active typically do well.

### Who we DON'T hire:

People who have a questionable background when we conduct the background check.

People who dress or act unprofessionally.

People who do not have a drivers license or a vehicle to drive each day.

People who are unable to work after 5:00 occasionally, when necessary.

### Who might be hired but won't stay long:

While we try to only hire those who offer the best performance, reliability, and professionalism, some don't stay with us. Most often, the ones we don't keep make the following mistakes:

Some make the mistake of believing that house cleaning is easy. It's not.

Employees who do not follow instructions and procedures, or who break rules.

Employees who use their cell phone while working.

Employees who come to work late or who miss work without a documented excuse.

Employees who are frequently absent or late for work, excused or not.

Employees who display a poor attitude with customers or other employees.

Employees who fail a drug test or who refuse to submit to a drug test when requested to take one.

## General Information:

Employees are paid weekly, every Friday, unless an employee is absent. Employees absent on Friday are paid the following Monday.

Employees who have been employed six months or more are paid for Holidays, if they meet attendance requirements for holiday weeks.

Our paid vacation policy is:

1<sup>st</sup> year of employment you do not receive a paid vacation.

2<sup>nd</sup> and 3<sup>rd</sup> years of employment you receive a week (5 days) of paid vacation.

4<sup>th</sup> and 5<sup>th</sup> years of employment you receive 7 days of paid vacation.

6<sup>th</sup> year of employment you receive 2 weeks (10 days) of paid vacation.

Your anniversary date is your 1st day of employment.

Employees are issued three cleaning uniform shirts which must be worn on the job. Shirts are paid for by the employee, but the company will reimburse the cost of the shirts after 6 months of employment. Two additional shirts are provided, at company expense, your 2<sup>nd</sup> year of employment. Employees may purchase additional shirts at their own expense.

Employees are responsible for the cost of a background check, up to \$50.00, which is conducted by the company. The company will reimburse the total cost of the background check after 90 days of employment.