

**All Job Descriptions include the following:**

- Pay Rate
- Brief Description
- Responsibilities & Expectations
- Requirements to qualify for this position

Job descriptions are subject to change and are a general overview. Additional details can be found in the training manuals for each position and the employee handbook.

**Pay Rate**

\$600 - \$875 a week + tips and bonuses      **Weekly Guarantee Pay:** \$600 PLUS tips and bonuses

Cleaners are paid an hourly rate per job, based on time allocation. You are a true W-2 employee, not 1099 contract worker. Starting pay is \$20 an hour, and every year you get a \$1 increase rate until you reach the maximum of \$25. Work from Home Cleaners are guaranteed \$600 a week their first year. In addition, you get 100% of all tips and bonuses since you have no partners. You are still eligible for quarterly bonuses of up to \$1,600 a year for no complaints, just like all cleaners.

A typical schedule for a Cleaner Working from Home

Example #1 (6 hours of cleaning)

|  |          |              |
|--|----------|--------------|
| Load your car and Drive to your first job                                    | 7:45 AM  | Not Paid     |
| 1st job starts   | 8:30 AM  | Paid 3 hours |
| First job ends   | 11:30 AM |              |
| 30 minute drive time to next job   |          | Not Paid     |
| 30 minute morning break / early lunch  |          | Not Paid     |
| 2nd job starts   | 12:30 PM | Paid 3 hours |
| 2nd job ends   | 3:30 PM  |              |
| Drive Home   |          | Not Paid     |
| Arrive at Home<br>Unload the car, do laundry, prepare for the next day's job | 4:00 PM  | Not Paid     |

6 hours x 5 days a week = 30 hours (T&B = Tips & Bonuses)

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| \$20/hr = \$600/wk + T&B | \$21/hr = \$630/wk + T&B | \$22/hr = \$660/wk + T&B |
| \$23/hr = \$690/wk + T&B | \$24/hr = \$720/wk + T&B | \$25/hr = \$750/wk + T&B |

**Example #2 (Max Day-7 hours of cleaning)**

|  |          |              |
|--|----------|--------------|
| Load your car and Drive to your first job                                    | 7:45 AM  | Not Paid     |
| 1st job starts   | 8:30 AM  | Paid 4 hours |
| First job ends   | 12:30 PM |              |
| 30 minute drive time to next job   |          | Not Paid     |
| 30 minute morning break / early lunch  |          | Not Paid     |
| 2nd job starts   | 1:30 PM  | Paid 3 hours |
| 2nd job ends   | 4:30 PM  |              |
| Drive Home   |          | Not Paid     |
| Arrive at Home<br>Unload the car, do laundry, prepare for the next day's job | 5:00 PM  | Not Paid     |

**7 hours x 5 days a week = 35 hours (T&B = Tips & Bonuses)**

|                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>\$20/hr = \$700/wk + T&amp;B</b> | <b>\$21/hr = \$735/wk + T&amp;B</b> | <b>\$22/hr = \$770/wk + T&amp;B</b> |
| <b>\$23/hr = \$805/wk + T&amp;B</b> | <b>\$24/hr = \$840/wk + T&amp;B</b> | <b>\$25/hr = \$875/wk + T&amp;B</b> |

**How it works:**

- You are an individual cleaner, working from home, cleaning by yourself.
  - All company rules and policies still apply
- You will come to the office once a week to deliver all customer payments, get keys for your next week, and return keys from the previous week.
- You do not clean big jobs like Spring Cleanings or Move-In/Out. You only clean recurring customers.
- Your maximum time cleaning is 7 hours a day
- If you have a cancelation or short week you can work with a team to get your full hours or you can opt out of cleaning with a team, but then your guarantee pay will be removed for that week.
- You drive your own car.
- It's Maid Day pays for your gas to all jobs and back home.
- You will come to your service center once a month for supplies and meet with your Area Manager
  - This is a 30 minute paid job and gas allowance for coming to the office.
- You will come to the office once a week to refill cleaning solutions
  - You will fill multiple spray bottles of cleaning solution each week to last the week. There are maximums to all supplies and is checked out by the Area Manager or Office Staff member
- You will do your own laundry for rags and mops at home
- You bring all of your equipment into your home at the end of the day because they will get damaged even inside a car

Job Description: **Individual Cleaner – Working from Home**

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Area Managers and Office support you, just like any cleaner. Area Managers will conduct post-cleaning inspections, onsite observations, and equipment inspections. You will call into our weekly meetings using your phone. You will be paid for this time.

We pay for your gas to jobs and back home. If you live farther than 10 miles from the office, the overage would not be eligible for reimbursement. We will calculate gas reimbursement using total miles based on our systems routing, using 30 mpg, and \$3 a gallon. Gas reimbursements are paid weekly.

Individual cleaners will not clean homes (typically) under 2.5 hours of cleaning (1 cleaner time) and no more than 4.5 hours. Over 50% of our recurring customers are 4 hours or less for one cleaner (2 hours on a team of 2 cleaners).

You sign an agreement that our equipment or supplies can only be used for It’s Maid Day customers we assign to you through our operating system. The agreement includes a non-compete and non-solicit agreement indicating that you cannot contact any current or prior customers for maid service for up to 2 years after separation, the same as all cleaners sign.

**Cleaners drive their own car to the jobs**

An individual cleaner working from home should not drive much farther in their personal car than if they report to the office to work on a team.

| Work from Home                                 | Work from Office                |
|--|---------------------------------|
| Drive Personal Car to 1 <sup>st</sup> Customer | Drive Personal Car to Office    |
| Drive Personal Car to 2 <sup>nd</sup> Customer | Drive Company Car to 3-4 houses |
| Drive Personal Car Home                        | Drive Personal Car Home         |

People who work from the office, pay for their own gas to and from the office. Cleaners who work from home get their gas paid for all driving time, including back home. You save weekly gas expense.

Car Requirements: We use the same rules as Ubur for our first three requirements below

- 15-year-old vehicle or newer
- Good condition with no cosmetic damage
- Provide proof that your car is insurance with State minimum coverage 25/50/25
- No commercial branding
- Enough trunk and/or back seat space to transport required equipment. Nothing in front seats
- Proof that the car is registered in GA. (It does not need to be registered in your name.)

Individual cleaners have to pass a DMV check according to our insurance company. A list of events can be found at the end of this document.

An “It’s Maid Day” window sign is displayed inside your car during the day just like Ubur or Lyft. One on inside of the front windshield and on on the back window.

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### **How many miles will you put on your car?**

The territory for cleaners working from home is the same as a team.

**On average**, the miles between jobs is no farther than 15 miles. With three legs of driving, you could have as much as 45 miles a day, 225 miles a week, or 11,250 a year. (50 weeks at maximum work schedule)

If you work on a team and report to the office you might drive 10 miles to work and 10 miles home. That is 20 miles a day, 100 miles a week, or 5,000 a year.

The increased miles driven just for cleaning is about 6,250 a year in the above example (11,250 – 5,000) but if you live on the edge of our territory or outside of our service area, the drive time could be more.

### **What is the cost of putting more miles on your car?**

The primary cost associated with miles is Break Pads and Tires. The avg cost for replacing brake pads is \$150 per axle or \$600 for all four. Break pads should be replaced every 40,000 miles, which breaks down to \$0.015 (1.5 cents). The cost of tires for all four tires is about the same cost and duration. So it costs about 3 cents a mile. So that cost would be \$187.50 a year (6,250 miles x 3 cents). You can add in other costs like oil changes and such, but those are smaller expenses. So if you doubled the expense, and say \$400 a year in increased expenses. Compare that to your increased earnings of \$7,500 a year.

### **Our Service Territory? (Where will I be driving)**

You will be assigned to and work/drive within one of our office's service territory. All Jobs are typically within 30 minutes from the area office, indicated by a red star on the service map. [Click here](#) to return to our Employment page. Scroll down to "Learn More About the Job" and click "Territory Map by Office"

### **Washing Rags and Mops at Home**

You will wash your rags and mops at home. You must have a washer and dryer **in your home**. The Area Manager will inspect your home to confirm. Being in an apartment with washing machines in a separate location outside of your apartment does not qualify.

The office in Kennesaw pays about \$50 a month in water bill for 8 teams or 16 cleaners. That is about \$3-\$5 more a month in your water bill.

### **Part-Time employment (less than 5 days a week)**

If you work less than 5 days a week, you are considered Part-Time. You have to purchase your own equipment from us at our cost, approximately \$1,000. We provide a detailed break down of each item you need and the cost associated.

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## **Advantages of Individual Cleaner over working on a Team**

- You make more money than any other cleaning position, about \$7,500 a year more
- You keep 100% of all tips and review bonuses since you are not splitting tips/bonuses with partners
- You don't pay for gas to come to work, and that saves you gas money
- You spend more time cleaning and less time driving
- Your day starts later and ends earlier since you don't have to start and end your day at the office
- You don't have to manage a partner
- You only have to unload and load the car twice a day versus 3-4 times a day
- You don't have to do big jobs like Spring Clean or Move-In/Out
- The cleaning should be easier and less stressful. You're clean recurring customers only, and you have more time because a single cleaner tends to be a little faster than a team, since you are not managing a Cleaning Partner
- You are working by yourself, if you like that.
- Your COVID risk drops because you are not riding in a car with a Partner

## **Requirements to qualify for the position:**

- When can I start Cleaning from Home?
  - a. If you have **limited or no verifiable Residential Cleaning experience**, you must work on a team for us for **6 months**. You must become a Team Leader, have good attendance and work at a professional pace.
  - b. If you have **1 year of verifiable Residential House Cleaning experience**, you have to work for us on a team as a Team Leader for **25 work days (5 weeks)**. You must have good attendance and demonstrate right away that you are a good cleaner with appropriate work pace.
- How do I get my equipment and supplies to start cleaning from home?
  - a. If you work for us for 6 months or more, It's Maid Day will provide and pay for all the supplies and equipment.
    - i. You have to sign an equipment agreement to return all equipment if you terminate employment or if you go to PART-TIME
  - b. If you want to work Part-Time or start after 25 work days, then you have to buy the equipment from It's Maid Day approximately \$1,000. That will give you everything you need to clean houses. We provide you with a detailed itemized list of all supplies and equipment you need to perform the job. **You buy the equipment from us at cost.**
- Pass the Team Leader test and Practical training
  - a. Individual cleaner does everything a Team Leader does in managing the job and customer.
- History of not getting out of homes quickly. Customers who select individual cleaners want you there the entire time or close to it.
- Carry personal car insurance with State Minimums of 25/50/25
- Have a washer and dryer in your home. Not in the complex but actually in your apartment or home.
- Smartphone in order to access our operating system, forms, and communications
- Have an acceptable driving record according to the criteria of our car insurance company

## **Insurance, Benefits & Time Off for Full-Time Employees**

We totally get it. Our product is our people, so we treat our people like Super Stars. We provide world class benefits including a retirement plan. We are the employer of choice among professional cleaners and we work hard every day to support our people.

- 4 weeks off starting your first year – (5 weeks after 3 years, 6 weeks after 5 years)
- Paid vacation – (3 days after 6 months, 1 week after 1 year, 2 weeks after 2 years and 3 weeks after 5 years)
- No jobs past 4:30 PM (This is a strict rule, unlike other maid companies)
- \$25,000 of Life Insurance – (FREE, company paid)
- Dental insurance (MetLife) – (2 plans to choose from, \$1,000 benefit or \$5,000 benefit)
- Vision plan includes free exam, frames, and lenses
- Short-Term and Long-Term Disability insurance
- Individual Term Life Insurance policies up to \$100,000 that you can take with you
- MetLife Auto Insurance discounts and payroll deductions
- Hospital Indemnity Plans

## **Are you ready to take the next step?**

We hope you are excited about the opportunities available with It's Maid Day! The next step is to complete the on-line application at [www.itsmaidday.com/employment](http://www.itsmaidday.com/employment)