

Checkr

Concierge

San Francisco

Checkr's mission is to build a fairer future by improving the understanding of the past. Since graduating Y-Combinator in 2014, Checkr's product has shifted the on-demand economy and has continued to scale into serving enterprise companies across various industries. As a company that provides modern and compliant background checks for global enterprises and startups, Checkr knows first hand how difficult it may be for individuals with a prior criminal history to find employment and we want to help provide fair chances for the formerly convicted. A career with Checkr provides the opportunity to make an impact on the professional lives of millions of people and we encourage all qualified individuals to apply for our roles.

The **Concierge Team** (six people) ensures our San Francisco office is an inviting and well-maintained space. Duties include cleaning, restocking, and supporting kitchen operations, in addition to setting up and rearranging our hospitality suites for events.

Responsibilities

- Set-up kitchens (currently four) with fresh coffee and re-make as needed
- Maintain Kitchen cleanliness at all times, ensuring equipment is clean and operable
- Assist foodservice vendors with meals and special events
- Clean the kitchen spaces after food service, including mopping floors
- Ensure the dish-drop line runs smoothly, by emptying dish tubs, cleaning dishes and utensils, and returning them during food service
- Clean dining tables and reset furniture
- Take out the trash before, during, and after meals
- Set-up meeting spaces for special events, including moving chairs, tables, and other conference equipment frequently throughout the day as instructed
- Spot-clean bathrooms, wipe countertops and mirrors, and mop floors as required
- Restock bathroom supplies and remove excess bathroom waste if trashcans are full
- Ensure all common spaces, including the various lounges and meeting rooms are clean and tidy
- Wipe down all kitchen surfaces and equipment nightly, including coffee machines
- Clean conference rooms - clean whiteboards and tables, and reset furniture
- Restock stationery supplies across all floors
- Weekend (Sunday, on rotation) detail cleaning of bathrooms, kitchens, stairwells, offices, lounges, and, meeting rooms

This job operates on a shift basis. Start and finish times may vary. Early mornings, late evenings and weekend work is a regular feature of the role.

The work involves reaching, lifting, bending, kneeling and carrying.