



Martha's Way Residential Housekeeping Training Program  
Christian Community Service Center  
P.O. Box 27924  
Houston, TX 77227-7924

Dear Homeowner:

Thank you for inquiring about the "Martha's Way" Residential Housekeeping Training Program. Offered by Christian Community Service Center (CCSC), Martha's Way equips individuals through education, hands-on training, and job leads, to run their own professional housekeeping businesses. We are excited about this endeavor and look forward to working with you to find a professional housekeeper trained to meet your needs.

Since the program's beginning in 2003, more than 1,550 graduates have successfully completed our 42-hour curriculum. Skills learned include cleaning all areas of a home (baths, kitchens, bedrooms, game rooms, formal living areas, fine furniture and flooring); planning for efficient and effective cleaning; chemical safety; communication; time management; image; professional ethics; bidding; budgeting; business planning; and marketing. In addition, many graduates have also completed an "English for Housekeeping" course.

**What do you need to do to get started?** Please return the completed Employer Listing Agreement and the Homeowner Request Form that follow this letter, including the Housekeeping Checklist, to me via email, mail or fax. Upon receipt, we will contact you to confirm your needs. Note that CCSC is not a maid service or placement service, but will connect you with two or three qualified graduates, who will arrange to estimate their services for you.

Please call me if I can answer any additional questions that you might have about our training program or the Christian Community Service Center.

Thank you,

Ana Tappan  
Vocational Training Manager  
Email: [training@ccschouston.org](mailto:training@ccschouston.org)  
Phone: 281-906-8421  
Fax: 713-961-1548

*Creating a Brilliant Future... One Clean House at a Time*

# Employment Listing Agreement

CCSC offers a self-directed job resource center serving job seekers from the Houston community. We provide job seekers a comprehensive range of services, including computer/ Internet access and consulting services. We look forward to working with your organization and we are glad to list your employment opportunities **free of charge**. Please sign the following Statement of Understanding and return it to:

CCSC  
P.O. Box 27924  
Houston, Texas 77227-7924  
713-961-1548 (FAX)  
[training@ccschouston.org](mailto:training@ccschouston.org)

## Statement of Understanding

Christian Community Service Center (CCSC) is a not-for-profit organization. CCSC provides a resource center for job seekers. It is not an Employment Placement Agency, nor does it engage in the business of placing clients directly with employers. Businesses or individuals seeking employees can list their job openings with CCSC free of charge. This is no guarantee that a qualified candidate will be available for the position(s) listed, and it is the responsibility of the client to contact the employer for additional information. CCSC does not receive any direct remuneration from businesses or individuals that find employees through its services. It is the sole responsibility of the prospective employer to check references, immigration status and any other applicable background information. No guarantee is either expressed or implied as the correctness of information provided by the clients in the application form.

Authorized Signature: \_\_\_\_\_

Print Signatory's Name Here: \_\_\_\_\_ Date: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date \_\_\_\_\_

# Martha's Way Housekeeper Request Form

Fax to 713-961-1548 or mail to CCSC Martha's Way, P.O. Box 27924, Houston, TX 77227-7924

## CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

How did you hear about Martha's Way?

\_\_\_\_ Friend

\_\_\_\_ Website

\_\_\_\_ Church (please specify): \_\_\_\_\_

\_\_\_\_ Other (please specify): \_\_\_\_\_

## POSITION INFORMATION

Preferred Start Date: \_\_\_\_\_

Frequency: \_\_\_\_\_ Monthly

\_\_\_\_ Every two weeks

Estimated Hours Needed: \_\_\_\_\_

\_\_\_\_ Weekly

\_\_\_\_ Other: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_ # of Bathrooms: \_\_\_\_\_

Square feet (if known): \_\_\_\_\_

# of Children: \_\_\_\_\_ # and type of Pets: \_\_\_\_\_

Cleaning Supplies: \_\_\_\_\_ I wish to provide supplies/chemicals

\_\_\_\_ Housekeeper should bring own supplies

Many of our students speak minimal or conversational English, but understand the most of the language.

Would you accept a job applicant with minimal English?

\_\_\_\_ English not needed. (I or someone in my household is fluent in Spanish.)

\_\_\_\_ Minimal English speaking is okay.

\_\_\_\_ I need someone who is fluent in English.

## JOB DESCRIPTION

Please write a brief job description detailing home & cleaning specifications. (Use attached list to record details.)

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# Housekeeping Checklist

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Part I: The items listed below are standard expectations for cleaning service.

- LIVING AREAS:**  
\_\_\_ Dust and vacuum  
\_\_\_ Dust pictures, ceiling fans and blinds  
\_\_\_ Clean mirrors, TV screens  
\_\_\_ Furniture care? Circle type of upholstery: Leather/Fabric. Other? \_\_\_\_\_  
\_\_\_ Dust and mop floors? Circle type of flooring: vinyl, tile, hardwood, carpet, antique/oriental rugs.  
\_\_\_ Special chemicals/care? \_\_\_\_\_  
\_\_\_ Other special requests? \_\_\_\_\_

- KITCHEN:**  
\_\_\_ Sweep floors? Circle type of flooring: vinyl, tile, hardwood, etc. Other? \_\_\_\_\_  
\_\_\_ Mop? Specific products? \_\_\_\_\_  
\_\_\_ Clean all appliances/stove top/sink?  
\_\_\_ Clean counter tops? Circle type of counter surface: Corian, granite, formica, tile, etc. Other? \_\_\_\_\_  
\_\_\_ Clean microwave inside and out?  
\_\_\_ Special chemicals? \_\_\_\_\_  
\_\_\_ Other special requests? \_\_\_\_\_

- BATHROOMS:**  
\_\_\_ Clean santize and deodorize?  
\_\_\_ Clean and disinfect shower(s)/tub(s)/sink(s) and tile surfaces?  
\_\_\_ Sweep/mop/vacuum?  
\_\_\_ Special chemicals? \_\_\_\_\_  
\_\_\_ Other special requests? \_\_\_\_\_

- BEDROOMS:**  
\_\_\_ Make beds?  
\_\_\_ Change linens? (If you would like linens changed, please leave them out on bed)  
\_\_\_ Vacuum/Dust/Straighten  
\_\_\_ Special chemicals? \_\_\_\_\_  
\_\_\_ Other special requests? \_\_\_\_\_

Part II: Special Projects may be needed periodically. Most special projects take additional time beyond standard cleaning. Additional hourly fees may apply.

- Laundry and/or ironing** (Please state any special instructions)  
\_\_\_\_\_  
\_\_\_\_\_

- Extra care for fine furnishings/home accessories** (Please note any special chemicals you would like used or special handling on fine furnishings)  
\_\_\_\_\_  
\_\_\_\_\_

- Pet care/other special requests**  
\_\_\_\_\_  
\_\_\_\_\_