



P.O. Box 27924  
Houston, TX 77227-7924

July 31, 2007

Dear Homeowner:

Thank you for inquiring about our "Martha's Way" Domestic Housekeeping Training Program. Martha's Way, a program of the Christian Community Service Center, is geared to meet the needs of the unemployed in our community.

The mission of the program is to increase the earning potential of low-income women through education, hands-on training, and support necessary to begin and operate a professional housekeeping business.

Since the program's beginning in 2003, more than 127 graduates have successfully completed our 12-week (36-hour) curriculum. Skills learned include:

- Instruction and practice cleaning each area of a home (kitchen, bathroom, bedroom, etc.)
- Fine Furniture and Flooring Education
- Strategy for Efficient and Effective Cleaning
- Chemical Safety
- Time Management
- Professional Ethics

I am happy to answer any questions you might have about our training program or the Christian Community Service Center, and I can be reached by phone at 713-961-3993 or by email at [training@ccschouston.com](mailto:training@ccschouston.com).

Please return the Employer Listing Agreement and the Employee Request Form, including the Housekeeping Checklist, to our office via mail or fax at 713-626-8334. We will contact you upon receipt of your information to confirm your needs. We are not a maid service or placement service, but we will share your housekeeping position with 2-3 qualified graduates of our program. Independently, the graduates will contact you within approximately one week to discuss next steps.

Thank you,

Denia Mejia  
Vocational Training Manager

# 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  
713.626.8334 (FAX)  
[training@ccschouston.com](mailto:training@ccschouston.com)

## 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: \_\_\_\_\_

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

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

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

Date \_\_\_\_\_

## Martha's Way Employee Request Form

### 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?

Yes \_\_\_\_\_ I or someone in my household is fluent in Spanish.

Yes \_\_\_\_\_ I would like to try someone with minimal English.

No \_\_\_\_\_ I need someone who is fluent.

### JOB DESCRIPTION

Please write a brief job description detailing home and cleaning specifications.

(Use attached checklist to record details.)

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*We suggest that all employers interview at least two applicants before hiring. The competitive pay rate for domestic workers is \$10-\$15/hr, depending on size of house, children, pets, and lifestyle.*

# 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 sanitize 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)

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

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**Pet care/other special requests**

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