

Job Description - Housekeeper for Sacred Heart Retreat Center

Type of Employment:

Part-time (usual 24 hours per week, maximum 28 hours per week)

Type of Work:

House-keeping and cleaning

Light maintenance and security duties

Assistance with meal preparation and clean up.

Goal is to keep the Sacred Heart Retreat Center in a clean and orderly condition and to assist the guests of the facility as needed.

Responsibilities:

Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, window washing, etc)

Perform and document routine inspection and maintenance activities as assigned

Special cleansing projects

Notify management of occurring deficiencies or needs for repairs

Make adjustments and minor repairs as directed

Stock and maintain supply rooms

Cooperate with the rest of the staff

Follow all health and safety regulations

Requirements

Working experience as maid or maintenance activity

Ability to handle moderately heavy equipment and supplies

Knowledge of cleaning chemicals and supplies

Integrity and ability to work independently

Ability to follow an assigned schedule

Supervision:

Works directly under the Director of Sacred Heart Retreat Center

Schedule of Work:

Irregular schedule based on the needs of the center

Mostly week days but some weekend work will be required

Work schedule routinely prepared a week ahead:

Posted and communicated in writing

Any changes within 72 hours of any scheduled work requires mutual consent of the employee and employer

Wage and Benefits:

Hourly Wage: \$8.00

No vacation accrues

No health insurance

No sick leave