

Facilities / Room Set-up Assistant

Posted by: [Siena Retreat Center](#)

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Deadline to Apply: Applications accepted through January 20, 2018



Job Description:

The Facilities Assistant serves the mission of [Siena](#) Retreat Center by accurately and responsibly fulfilling room set-up requests and performing certain housekeeping duties. The part-time, year-round, hourly position reports to the Associate Director of Hospitality.

Location: Racine, WI

Position Type: Part-time

Compensation: Competitive Hourly

Type of Employment: Direct Hire

Responsibilities:

Principal Responsibilities

1. Fulfills orders/requests for room set-up and take-down in an accurate and timely manner. Set-up and take-down includes, but is not limited to, heavy or light-weight tables, chairs, podiums, easels, audio-visual equipment, etc. Meeting rooms may be small or large.
2. Cleanly and carefully removes trash and recycling to appropriate bins and receptacles on campus; cleans sink areas in meeting rooms, as needed.
3. Vacuums meeting rooms, hallways, and bedrooms, as needed and as requested.
4. Assists with annual cleaning of facilities (moving beds, removing and replacing window screens, etc.), typically in August and December.

Qualifications:

- Successful experience in a facilities position, preferably in a non-profit or religious setting
- Ability to lift and carry heavy items up to 80 pounds, to bend, stoop, balance, and reach; willingness and ability to climb a ladder
- Ability to communicate in spoken and written English; some knowledge of Spanish may be helpful; ability to understand and follow verbal and written instructions
- Familiar with or demonstrated willingness to learn set-up of audio-visual equipment, such as LCD projectors, laptops, DVD players, and the Retreat Center sound system
- Proven ability to work well in a team setting as well as individually/independently; ability to think creatively and problem-solve; ability to prioritize and manage multi-functional tasks
- Ability to work effectively under pressure, against strict time constraints, and with irregular hours

- Ability to maintain a professional demeanor and discretion in a retreat center setting; ability to maintain confidentiality as it relates to the position
- Willingness to uphold and promote the mission, goal, and objectives of the Racine Dominican sisters (Sisters of St. Dominic) and Siena Retreat Center
- Familiar with or demonstrated willingness to learn about various spiritual practices and as they relate to the position (such as spiritual direction/spiritual guidance, items related to liturgy, meditation, etc.)
- Ability to work collaboratively with other retreat center staff members, other entities on campus, retreatants, etc.

Other information:

This is a part-time hourly position, with hours ranging from three (minimum) to ten (maximum). Work schedule will fluctuate each week, depending on schedule needs and will include daytime and evening, weekday and weekend hours. Heavy lifting and carrying is required. Interruptions may be frequent or rare, depending on day and time. The Facilities Assistant will understand job safety and health as it relates to this position, including but not necessarily limited to, the Siena Center Emergency Manual. Employment is contingent upon successful passing of criminal background check.