

Job Description Part-Time Housekeeper



Position Summary

The Part-time Housekeeper serves the mission of Siena Retreat Center by assisting in providing a clean environment for the retreats and programs offered. This is a part-time, year-round, hourly position, primarily involving cleaning bedrooms, bathrooms, dining room, meeting rooms, bookstore, and offices of Siena Retreat Center. It also includes dishwashing, stocking and maintaining the dining room, and serving meals. The Part-time Housekeeper works in collaboration with other staff members to provide a clean, safe, and welcoming atmosphere at Siena Retreat Center. The Part-time Housekeeper's schedule is 20-24 hours on Tuesdays, Wednesdays, and Fridays, with occasional weekend hours. Specific hours are based on the needs of the Retreat Center, determined a minimum of two weeks in advance.

Principal Responsibilities

In keeping with current health and disinfecting standards:

1. Maintain clean floors throughout the Retreat Center (small and large meeting rooms, corridors, offices, bookstore, bedrooms, bathrooms, etc.) by sweeping, vacuuming, mopping (wet or dry), and carpet shampooing
2. Maintain clean surfaces throughout the Retreat Center (scouring sinks, cleaning countertops, wiping shelves, etc.)
3. Remove trash and recycling neatly and carefully to appropriate bins and receptacles on campus, including in meeting room when retreat groups are on break
4. Clean toilets in first, second, and third floor bathrooms and showers on the second and third floors
5. Keep all bathrooms adequately stocked with toilet paper, paper towels, soap, and other items as needed; keep all sink areas adequately stocked with appropriate soap, towels, etc.
6. Prepare and wash dishes using commercial dishwasher
7. Prepare Dining Room for meal service; stock, clean, and replenish items in the beverage center and stock guest cooler with assigned meals and other food items
8. Safely assist volunteer meal servers and serve meals to retreat center guests, as needed
9. Dust and polish furniture and equipment, as needed
10. Prepare cleaning solutions according to specifications
11. Keep storage areas and guest laundry areas stocked, clean, and tidy
12. Work with Director of Hospitality to conduct an annual deep cleaning of facilities (prepare rooms for carpet cleaning, removing and replacing window screens, etc.)
13. Understand job safety and health as it relates to this position, including but not necessarily limited to the Siena Center Emergency Situation Manual
14. Attend occasional meetings as requested
15. Attend additional training as related to the position
16. Assist with other duties as assigned by supervisor.

Qualifications

1. Previous successful work experience (one year minimum) in housekeeping in a hospitality environment
2. Reliability and dependability in fulfilling obligations
3. Ability to clean, vacuum, and perform the duties of this job description
4. A professional demeanor and discretion in a Retreat Center setting maintaining confidentiality as it relates to the position
5. Willingness to uphold the mission of Siena Retreat Center and to offer gracious hospitality to guests
6. Demonstration of hospitality, helpfulness, and respect for people of diverse abilities, languages, and backgrounds
7. Ability to learn and implement food service and dining room cleaning/sanitation safety measures
8. Ability to take direction, work well in a team setting as well as independently; ability to think creatively, problem-solve, prioritize, and manage multi-functional tasks
9. Ability to listen to and understand information and ideas presented through spoken and written English; ability to communicate effectively through spoken and written words in English
10. Familiarity with or demonstrated willingness to learn about various spiritual practices and as they relate to the position (such as spiritual direction/spiritual guidance, meditation, etc.)
11. Full compliance with following health and safety guidelines set forth by Siena Retreat Center, Racine County, and other appropriate entities
12. Ability to see details at close range; ability to perform physical activities that require considerable use of arms, legs and moving of whole body, such as lifting, balancing, walking, stooping and handling of materials; ability to lift up to 25 lbs.
12. Successful passing of criminal background check and a basic physical exam

This job description is intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. The Part-Time Housekeeper understands job safety and health as it relates to this position, including, but not necessarily limited to, the Siena Retreat Center and Siena Campus Emergency Manuals.

I have read and understand this position description. I accept the responsibilities of this position.

Employee Name (printed): _____ Date: _____

Signature: _____

I have reviewed this position description with the above employee.

Supervisor Name (printed): _____ Date: _____

Signature: _____