

Job Description Housekeeper



Position Summary

The Housekeeper serves the mission of Siena Retreat Center by providing a clean environment for the retreats and programs offered. This is a full-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 Housekeeper works in collaboration with the Associate Director of Hospitality and Arrangements Coordinator to provide a clean, safe, and welcoming atmosphere at Siena Retreat Center. The Housekeeper schedule is Sunday through Thursday; hours are based on the needs of the Retreat Center, determined a minimum of two weeks in advance.

Principal Responsibilities

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) as needed, in keeping with current health and disinfecting standards and COVID-19 protocols
2. maintain clean surfaces throughout the Retreat Center (scouring sinks, cleaning countertops, wiping shelves, etc.) in keeping with health and disinfecting standards and COVID-19 protocols
3. monitor inventory of linens (towels and bedding) and report needs to supervisor in a timely and orderly fashion
4. report to supervisor repair needs and needs for reordering supplies; maintain clean and safe housekeeping equipment
5. remove trash and recycling neatly and carefully to appropriate bins and receptacles on campus
6. to clean toilets in first, second, and third floor bathrooms and showers on the second and third floors, in keeping with current health standards and protocols
7. keep all bathrooms adequately stocked with toilet paper, paper towels, soap, and other items as needed
8. prepare and wash dishes using commercial dishwasher
9. 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
10. safely assist volunteer meal servers and serve meals to retreat center guests, as needed
11. dust and polish furniture and equipment, as needed
12. prepare cleaning solutions, according to specifications
13. keep storage areas and guest laundry areas stocked, clean, and tidy
14. work with Associate Director of Hospitality to conduct an annual deep cleaning of facilities (prepare rooms for carpet cleaning, removing and replacing window screens, etc.), typically in August
15. understand job safety and health as it relates to this position, including but not necessarily limited to the Siena Center Emergency Situation Manual and COVID-19 protocols;
16. attend staff meetings and occasional other meetings as requested
17. attend additional training as related to the position
18. be available to assist the staff at peak times; occasionally assist with other elements of the organization
19. assist with other duties as assigned by supervisor.

Qualifications

1. Willingness to uphold the mission of the Retreat Center and to offer the hospitality appropriate for a Retreat Center
2. A professional demeanor and discretion in a Retreat Center setting maintaining confidentiality as it relates to the position
3. Proven work experience (one year minimum) in housekeeping in a hospitality environment
4. Reliability and dependability in fulfilling obligations
5. Demonstration of hospitality, helpfulness, and respect for people of diverse abilities and backgrounds
6. Ability to learn and implement food service and dining room cleaning/sanitation safety measures
7. Ability to take direction, work well in a team setting as well as independently; ability to think creatively and problem-solve and prioritize and manage multi-functional tasks
8. Ability to listen to and understand information and ideas presented through spoken and written English; ability to communicate effectively through spoken and written words
9. 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.)
10. Full compliance with following CDC guidelines and all protocols set in place by Siena Retreat Center regarding the COVID-19 virus, including proof of full vaccination
11. Ability to see details at close range
12. 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.
13. Successful passing of criminal background check and a physical exam

This is a full-time, year-round, hourly (non-exempt) position. This job description is intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

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: _____