

Ben Lomond Quaker Center

Housekeeper Job Description - Spring 2017

Quaker Center is a self-service conference and retreat center with two personal retreat cabins for individuals, and two 24-bed lodges, which are primarily rented by non-profit organizations that are well-aligned with Quaker Center's mission to nurture spiritual growth or support the values of simplicity, peace, equality, community, and sustainable living. All Quaker Center guests are responsible for cleaning the facilities prior to their departure and leaving them in as good or better condition than they received them.

The Housekeeper is entrusted with ensuring that all facilities are maintained to a high standard of order and cleanliness. This is a part-time position that requires developed skills through some years of relevant experience. The number of hours per week vary from 16 to 32, though 20 to 24 hours per week would be most typical to cover basic housekeeping needs. Workdays are flexible but at least three, regularly-scheduled, midweek days are required. Additional workdays may occasionally be scheduled that are mutually agreed upon in advance with the housekeeper. The Housekeeper is supervised by Co-Directors and works in close collaboration with other staff, especially the Office Coordinator and Maintenance Technician.

Responsibilities of the Housekeeper include:

- preparing, touch-up cleaning, tidying, and sanitizing of two 24-bed lodges, and two personal retreat cabins;
- doing laundry and keeping laundry room, linens and cleaning supplies organized;
- deep cleaning of all facilities as needed, including thorough cob-web removal, dusting, vacuuming, shampooing carpets, cleaning indoor windows and walls and other duties as assigned.

The Housekeeper must be:

- trustworthy and reliable;
- flexible and able to take new directions with ease;
- detail-oriented organizational and time-management skills;
- self-motivated and able to effectively work alone;
- able to communicate cooperatively in a timely manner;
- physically fit to perform duties working on hilly, uneven terrain;
- a non-smoker.

Compensation

\$15 per hour

Additional Benefits

All employees of Quaker Center are entitled to attend Quaker Center programs at no cost, provided they are not taking the place of a paying guest.

Term

Six month initial commitment, renewable by mutual agreement.