

Ben Lomond Quaker Center

Housekeeper Job Description

Revised 1/9/2020

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 and the values of simplicity, peace, equality, community, and stewardship. 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. 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 manage unexpected situations with ease;
- detail-oriented organizational and time-management skills;
- self-motivated and able to effectively work alone;
- able to communicate needs clearly;
- must have reliable transportation;
- physically fit to perform duties working on hilly, uneven terrain;
- a non-smoker.

Compensation: \$15.00/ hr, 20 - 25 hrs/ week, at peak times as much as 32 hours/ week;

Additional Benefits:

- 15 Paid-Time-Off (PTO) days per year
- 9 paid holidays per year
- 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: Three month probation period transitioning to an on-going contract by mutual agreement.