

Job Description - Housekeeper for Sacred Heart Retreat Center

Type of Employment:

Part-time (usual 24 hours per week, maximum 28 hours per week)

Purpose: Maintain the facilities in a clean and orderly condition, support the activities of the Center and to assure the comfort and safety the guests and staff

Type of Work:

House-keeping and cleaning
Light maintenance and security duties
Light upkeep for grounds and outdoor areas
Assistance with meal preparation and clean up.

Responsibilities:

Clean and replenish supplies in the building areas to include guest rooms, bathrooms, common areas, meeting rooms and kitchens
Activities include dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, sanitation of restrooms, window washing, etc.
Perform and document routine inspection and maintenance activities as assigned
Laundry of linens and towels for guests
Special cleansing projects
Notify management of occurring deficiencies or needs for repairs
Make adjustments and minor repairs as directed
Stock and maintain supply rooms
Cooperate with the rest of the staff
Follow all health and safety regulations
Assist in preparation of meals for small and large groups
Maintain kitchens and food preparation equipment in sanitary condition
Oversee volunteers working on the property as directed by the supervisor

Requirements

Working experience as maid or maintenance activity
Ability to handle moderately heavy equipment and supplies
Knowledge of cleaning chemicals and supplies
Integrity and ability to work independently
Ability to follow an assigned schedule
Experience with preparing and serving meals for small and large groups
Experience as a leader of small groups

Supervision:

Works directly under the Director of Sacred Heart Retreat Center
Employment is by the roman Catholic Diocese of Gallup and subject to its policies and procedures for conduct and supervision

Schedule of Work:

Irregular schedule based on the needs of the center
Mostly week days but some weekend work will be required
Work schedule routinely prepared a week ahead:
Posted and communicated in writing
Any changes within 72 hours of any scheduled work requires mutual consent of the employee and employer

Wage and Benefits:

Hourly Wage: Initial wage is \$8.00 with performance-based scheduled increases to \$10.00 within 1 year
No vacation accrues
No health insurance provided
No sick leave