



Housekeeping Job Description

We are seeking talented people to join our spiritual community as full-time residents and members of our staff. Bring your gifts to the community and enjoy an environment that supports creative expression in work and living. As a resident, you will participate in the spiritual life of the community. You will help us to build our center as a teaching and demonstration site for thriving community. Enjoy the paid holidays and delicious farm-to-table meals cooked daily by our talented chefs!

JOB RESPONSIBILITIES:

- communicate with guest services for priority list and updates
- clean corridors, meeting rooms, stairways, and guest rooms
- organize work schedule from the room status list, arrivals and departures
- distribute linens, towels and room supplies
- restock room supplies
- replace dirty linens with clean items
- check all appliances in rooms are in working order
- realign furniture and amenities according to prescribed layout
- respond to guest queries and requests
- deliver any requested housekeeping items to guest rooms
- organize and restock housekeeping supply rooms at end of shift
- ensure confidentiality and security of guest rooms
- follow all company safety and security procedures
- report any maintenance issues or safety hazards
- observe and report damage of property

SKILLS & EXPERIENCE:

- housekeeping experience required
- high school diploma or equivalent preferred
- knowledge of cleaning and sanitation products, techniques and methods
- knowledge of cleaning sensitive materials
- working knowledge of operating cleaning equipment
- physical stamina and mobility including ability to reach, kneel and bend
- ability to lift, push and pull required load (usually about 30 pounds)



Key Competencies:

- attention to detail
- customer focus
- reliability
- listening skills
- adaptability
- planning and organizing
- team work
- integrity
- honesty
- high energy levels