

THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER
HOUSEKEEPER – CAPUCHIN RETREAT

Reports To: Administrator

Department: Housekeeping

Date: 01/08

FLSA: Non Exempt

Full time through September 2018 then possibly changing to Part Time

POSITION SUMMARY

This position is responsible for coordination of the cleaning and housekeeping of the Capuchin Retreat House and St. Crispin Friary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate the housekeeping needs of the retreat center with the retreat schedule.
- Purchase housekeeping, cleaning and laundry supplies.
- In conjunction with the Facilities Supervisor, develop and implement a facility annual cleaning schedule for the retreat center and friary.
- Report building maintenance issues to the Facilities Supervisor.
- Clean retreatant rooms, conference rooms, library, chapel, dining room, offices, bathrooms, lounge and other areas requiring housekeeping services.
- Ensure that retreatant rooms are ready for each retreat.
- Keep equipment in good working order, reporting any malfunctions to the Facilities Supervisor.
- Maintain an adequate inventory of supplies and equipment to provide a clean, safe and comfortable environment.
- Clean bedroom suites in friary as needed and requested.
- Works in conjunction with other employees to ensure the retreat center facility is prepared for all retreatants.
- Follow established safety guidelines and procedures.
- Demonstrate, exemplify and support the Capuchin Charism throughout all professional responsibilities and activities.
- Comply with Province and ministry policies, procedures, guidelines and standards.

DIRECT REPORTS: None

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work a flexible work schedule
- Knowledge of and ability to use cleaning/housekeeping techniques.
- Able to use household and cleaning equipment, cleaning products and chemicals
- Ability to work independently and with a team
- Professional demeanor and appearance
- Demonstrates effective time management, and verbal and written communication skills

EDUCATION, TRAINING AND EXPERIENCE

- High school diploma or GED
- 2 years experience in building cleaning

WORKING CONDITIONS

- May be required to stand, walk, use hands and fingers, handle or feel objects, tools, or controls, reach with hands or arms, climb or balance, stoop, bend, kneel, crouch or crawl.
- The employee may be required to lift, carry or move up to 25 lbs.
- May be exposed to and use various chemicals.
- Maintain a clean and safe work environment.
- Local travel may be required.