



## Christ the King Passionist Retreat Center

### POSITION DESCRIPTION

POSITION TITLE	Housekeeper
REPORTS TO	Housekeeper-Lead/ Executive Director
TENURE	Part time

### **PRIMARY OBJECTIVE OF THIS POSITION**

To maintain the Retreat Center so that it meets the sanitation requirements of California State Law and provides a comfortable space for our guests. To ensure that all areas of the Retreat Center are clean, neat and tidy.

### **KEY WORKING RELATIONSHIPS**

Executive Director, Housekeeper-Lead, Operations Specialist, Maintenance Technician, Community Superior, Development Coordinator, Events and Hospitality Coordinator

**DUTIES:** (which may be delegated to hospitality staff)

#### **Accommodations:**

- Making beds and changing linens
- Cleaning and sanitizing toilets, showers/bathtubs, countertops, and sinks
- Dusting and polishing furniture and fixtures
- Making beds and changing linens
- Ensuring spare linen and pillows are in each room
- Washing windows
- Vacuuming bedrooms
- Sorting, washing, loading, and unloading laundry
- Using any cleaning equipment such as vacuums, mops, and other cleaning tools
- Keeping bathrooms stocked with clean linens, toiletries, and other supplies
- Cleaning mirrors and other glass surfaces
- Emptying trash receptacles and disposing of waste
- Steaming and cleaning draperies
- Tidying up rooms

**Public Rooms: (Quinn, Parsons, Guadalupe, Library, Chapel, Dining Room, La Casa)**

- Maintaining a clean and sanitary kitchen area in Quinn and Parsons
- Vacuuming and cleaning carpets and rugs
- Sweeping/vacuuming, polishing, and mopping hard floors
- Using any cleaning equipment such as vacuums, mops, and other cleaning tools
- Emptying trash receptacles and disposing of waste
- Dusting and polishing furniture and fixtures
- Dust the windowsills in the dining room and check for cobwebs.

**General Duties:**

- Reporting any necessary repairs or replacements
- Assisting with the laundering of tablecloths and aprons from hospitality staff.
- Clean offices, empty trash and vacuum.
- Clean office bathrooms

**PERSON SPECIFICATION**

They will be a team player keen to promote the Center in the wider community.

They will be enthusiastic, well organized, flexible and have high standards of personal achievement.

Ability to adapt to different situations and change work processes to accommodate customer needs

**OTHER CONDITIONS**

All staff at Christ the King Retreat Center are required to undertake a Diocesan background check.

All staff are required to be aware of Work Health and Safety policies of Christ the King Retreat Center.

All staff are required to familiarize themselves with the direction of the Staff Handbook.

During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.

*Christ the King is a small, not for profit organization which requires all employees to multi task and often assist in areas outside of their usual domain.*

Print name	Signature	Date
EMPLOYEE:		
MANAGER:		