



Job Posting

Position Title: Housekeeper
Immediate Supervisor: Director of the Retreat House
Closing Date: open
No. of Positions: 1

Position Summary:

This position executes a variety of moderately difficult duties regarding housekeeping, laundry and ironing duties for retreatants' rooms and or suites. Ensures a proper inventory of linens is kept at all times. Performs a variety of housekeeping duties to maintain order and sanitary conditions in all spaces.

Duties and Responsibilities:

Includes, but is not limited to the following:

- Follows the duty outline and ensures that all responsibilities are performed efficiently and correctly in a timely fashion.
- Collects, sorts, and washes bed linens, towels, curtains, chapel linens, rags as per general fabric guidelines and washing machine settings.
- General laundering of mattress pads, bedspreads as per yearly cleaning schedule.
- Dispose of all worn and ragged linens.
- Reports unsafe conditions, damage of property or broken goods to the Director.
- Receives and signs housekeeping/laundry related invoices.
- Delivers clean and or soiled bed linens, towels, rags, etc. to appropriate locations.
- General housekeeping duties for retreatant facilities (bedrooms, washrooms, kitchenettes), lounges, conference rooms, dining room and offices.
- Completes all other associated duties as may be assigned by the Director.

Required Knowledge, Skills, and Abilities:

- High School Diploma
- 3-5 years of relevant service in a similar position.
- Professional, pleasant, and courteous and welcoming disposition
- Ability to follow oral and written instructions
- Works well independently with minimum supervision, and in a team.
- Responds promptly to guest needs.
- Demonstrated skills in the operation of laundry machinery, iron, sewing machine
- Ability to maintain discretion and confidentiality.
- Experience in a hospitality or residential food service operation.
- Some knowledge of health and safety standards utilized in a similar operation.
- Willingness to support the teachings and mission of the Church, the Diocese of London, and Holy Family Retreat House.
- Good attendance and punctual.
- Performs repetitive motions including bending, twisting, stooping, pushing and pulling.
- Ability to stand for an extended period without a significant rest period.
- Ability to ascend and descend stairways.
- Lifting and carrying heavy objects 10 kg - 25 kg.

Work Hours:

- Ten (10) to Twenty (20) hours per week as scheduled over seven days, dependent on retreat activity.
- Hours may increase during busy periods

Compensation:

- Based on education, experience, and Diocesan norms.

Vacation:

- Based on Diocesan Policy.

Note: We thank all applicants for their interest; however only those selected for an interview will be contacted. Please send cover letter and resume to: David Ducharme - Director HFRH dducharme@dol.ca