



Christ the King Passionist Retreat Center

POSITION DESCRIPTION

POSITION TITLE	Housekeeper
REPORTS TO	Housekeeper-Lead
TENURE	Part time; Wage: \$15.50-\$17.00 per hour, depending upon experience

BACKGROUND

Christ the King Passionist Retreat Center (CTK) is a Catholic faith based organization nestled on 29 acres, in the center of Citrus Heights, CA. Our mission, in the spirit of the Passionist Charism, exists to promote personal reflection and spiritual growth of all who come to the center according to their needs by creating a safe, welcoming and prayerful environment and providing ministries of inspiration, education, and guidance.

PRIMARY OBJECTIVE OF THIS POSITION

To maintain the cleanliness and order of 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, Maintenance Technician, Community Superior, Development Coordinator, Events and Hospitality Coordinator, Finance department

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
- 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, 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 and check for cobwebs.

General Duties:

- Reporting any necessary repairs or replacements
- Assisting with the laundering of tablecloths and aprons from hospitality staff (when needed).
- Clean offices, empty trash and vacuum.
- Keeping inventory as needed
- Clean office bathrooms

PERSON SPECIFICATIONS

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.

They will have reliable transportation and will be able to commit to the schedule of work.

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.