



Job Title: Housekeeper

Name of Employee:	
Department: Housekeeping	Supervisor: Head Housekeeper

Position Description: The housekeeper promotes a warm and hospitable atmosphere for Dunrovin guests and staff by providing a clean and safe environment.

Job Expectations: As a center for hospitality, the Dunrovin employee will offer a warm, courteous welcome to all who come. The employee will strive to communicate respectfully with staff members and all who come, maintaining an atmosphere of Christian peace. The Dunrovin employee will follow procedures and policies as outlined in the Dunrovin Employee Handbook, will maintain efficiency as much as possible, and will maintain an approved schedule of hours.

Primary Objective/Specific Responsibilities: Maintain facilities in clean and ready-to-use condition

- Clean dorms, hallways, stairways, entryways, bathrooms, lounge, conference rooms, chapel, Brothers’ Dining Room, and outbuildings
- Provide clean linens for each guest room and in dorm hallways, shower areas, and outbuildings
- Perform pre-arrival check of guest rooms and facilities and walkthroughs while guests are present
- Stock bathrooms and dorm rooms with supplies such as Kleenex, toilet paper, paper towels, soap
- Prepare main dining room for adults or youth groups
- Clean main dining room and Brothers’ Dining Room after guest use
- Maintain adequate supply of cleaning and personal products
- Wash and iron altar clothes and purificators per standard of the Catholic Church
- Stock printed materials for guests such as cleaning guidelines, brochures, etc.
- Water plants in Retreat Center

Primary Objective/Specific Responsibilities: Promote unity as a staff team member

- Communicate needs for bedroom, bathroom, chapel, and cleaning supplies to supervisor
- Communicate unsafe conditions or need for repairs to supervisor and/or property manager
- Meet with and be accountable to supervisor

Job Requirements: The housekeeper will possess above average skills in cleanliness, demonstrate efficient practices, demonstrate physical capability and good health for the demands of the job, be able to lift and carry fifty pounds, and show courtesy and respect to guests and staff members.

Disclaimer: This job description is intended to convey information essential to understanding the general nature and level of work performed by jobholders within this job. It is not intended to be an exhaustive list of qualifications or duties associated with the position, and the employee may be asked by supervisor to perform additional responsibilities.

Employee signature:	Date:
Supervisor signature:	Date: