



## Housekeeper

Part-time! Competitive Pay! Positive and peaceful working environment!

Do you enjoy making a space clean, tidy, and beautiful?

Join the Jesuit Retreat House team today!

Part-Time (16-24 hours/week)

Reports to Head of Housekeeping

As a housekeeper with Jesuit Retreat House, you will be a part of a respected team of housekeepers responsible for maintaining the cleanliness of a 60-guestroom facility of a beautiful lakeside retreat center. This is a part-time role (3 days/week) consisting of 16-24 hours/week. The guests at the Jesuit Retreat House regularly express their appreciation and gratitude for the housekeeping team. It's a positive environment to work in!

Jesuit Retreat House's core values impact the environment of the retreat center. Ideal candidates are a team player, positive, self-directed, motivated and dependable.

### Job Requirements:

- Follow proper health and safety procedures
- Follow retreat house procedures to ensure that all areas meet retreat house standards.
- Ability to carry out a physically demanding job involving bending, pushing, stretching, and lifting up to 40 lbs
- Flexibility in schedule is required with occasional weekends and holidays
- Reading, arithmetic, and basic English are necessary; a high school diploma is not a requirement for this position
- Complete the Diocese of Green Bay VIRTUS Safe Environment Training and pass a background check

**Essential Duties and Responsibilities:**

- Work with the housekeeping team between retreats to clean a 60-bedroom guest wing including bathrooms, laundry, and common areas (hallways, lounges, chapel, conference room, exercise room, and restrooms)
- Replenish supplies for guests' use, empty wastebaskets, and remove trash/recyclables
- Keep work cart clean, orderly, and stocked
- Occasional projects include washing windows and woodwork and cleaning carpets/rugs, upholstered furniture, and draperies using vacuum cleaners and shampoos
- Complete other tasks as assigned by management

**Job Type:** Part-time. Wage: \$15 - \$16 per hour. Benefits: employee discount, dental insurance, life insurance. Shift: day shift; no nights. Work location: in person.

JRH is a Catholic, non-profit, ministry sponsored by the Midwest Jesuits. To find out more about joining our team of dedicated professionals, download this JRH Employment Application, [JRH Employment Application](#), fill-out and send along with your resume to: Fr. Mark Carr, SJ, Executive Director, 4800 Fahrwald Rd., Oshkosh, WI 54902; [mcarr@jesuitretreathouse.org](mailto:mcarr@jesuitretreathouse.org).