



PENDLE HILL

A QUAKER STUDY, RETREAT & CONFERENCE CENTER

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APRIL 2016

POSITION: Housekeeping Attendant

REPORTS TO: Housekeeping Supervisor

GENERAL SUMMARY: The Housekeeping Attendants are responsible for providing housekeeping and cleaning services for Pendle Hill in support of our programs, events and overnight guests. The Housekeeper Attendant provides a welcoming, clean, and safe environment for all scholars, guests and staff at Pendle Hill, in a manner keeping within our mission, values and our commitment to “radical hospitality,” providing the highest possible level of guest satisfaction.

The person in this position works with the Housekeeping Supervisor to track and improve procedures for excellent housekeeping cleaning service in dining rooms, guest lodging, offices and meeting rooms.

WORKING ENVIRONMENT: Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill offers residential, commuter, and online study programs, weekend workshops and retreats, conferences, scholarship opportunities, publications, bookstore, and rental space on our beautiful 23-acre campus. Pendle Hill is a fragrance-free, pet-free community.

DUTIES AND RESPONSIBILITIES:

1. Prepare and clean rooms, including but not limited to: bedrooms, bathrooms, and lounges, offices, dining and meeting rooms. This preparation and cleaning includes, but is not limited to, the following tasks: change/make beds, clean sinks, dust furniture, launder towels, bed linens, and curtains, vacuum, sweep and mop floors and rugs, maintain hospitality amenities and furnishings of sleeping units, public spaces and offices.
2. Work cooperatively and respectfully with other staff to ensure the Center is ready before guests arrive.
3. Interact with guests and staff to present Pendle Hill in a positive, hospitable way, providing for their requests in a timely and efficient manner.
4. Assist in the training of new housekeeping staff.
5. Follow and maintain a task assignment and room-ready checklist.
6. Maintain and keep organized the inventory of all housekeeping supplies

- and store rooms including linens.
7. Attend required staff meetings.
 8. Report lost and found items and ensure their delivery to registration associates at the registration desk in the Barn.
 9. Other duties may be assigned.

REQUIRED QUALIFICATIONS:

1. Good communication skills and friendly affect.
2. Ability to bend, stoop, stretch, twist, climb or balance when cleaning guest rooms.
3. Ability to push heavy supplies cart.
4. Ability stand and walk for long periods of time.
5. Ability to occasionally lift and /or move up to 50 pounds, including furniture.
6. Ability to work in outside weather conditions.
7. Good attention to detail.
8. Enjoys cleaning!

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

1. A welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences.
2. Familiarity with Quaker faith and practices, and/or a willingness to gain and deepen such knowledge.
3. Appreciation for the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and value statements as part of familiarizing yourself with Pendle Hill.

TIME EXPECTATIONS: This is a part-time, nonexempt position (25 hours/week)

COMPENSATION AND BENEFITS: Compensation includes hourly wage and some meals as part of taxable compensation. Part-time employees who work at least 1,000 hours per fiscal year are eligible to participate in Pendle Hill's retirement plan.

The opportunity to obtain a Swarthmore College ID card, which will enable you to access the Swarthmore library and recreational facilities.

Thanks to a partnership with FGC, employees receive a 20 percent discount at the *QuakerBooks* bookstore at Pendle Hill.

NONDISCRIMINATION POLICY:

Pendle Hill encourages the participation of all and seeks to appoint to its staff individuals of diverse backgrounds and to do so without discrimination on the

basis of gender, religion, race, color, age, sexual orientation, disability, national origin or any other category protected by law.

BACKGROUND CHECKS:

Pendle Hill will conduct a background check for all candidates prior to hire.

INTERESTED?

Please send an email describing your interest, availability and abilities to Joseph Garren, Director of Operations, jgarren@pendlehill.org. Please put the job title, "Housekeeping Attendant" in the subject line.