



PENDLE HILL

A QUAKER STUDY, RETREAT & CONFERENCE CENTER

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APRIL 2017

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 and overnight guests. The Housekeeper Attendant provides a welcoming, clean, and safe environment for all visitors and staff at Pendle Hill, in a manner keeping with our 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 cleaning service in our indoor spaces.

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 24-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 with other staff to ensure that our spaces are ready before guests arrive.
3. Interact with guests and staff to present Pendle Hill in a way that makes a great first impression (a welcoming, 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. Notice and address messes, making sure that spaces are clean, neat, and welcoming.
8. Attend required staff meetings.
9. Report lost and found items and ensure their delivery to registration associates at the registration desk in the Barn.
10. Other duties may be assigned.

REQUIRED QUALIFICATIONS:

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

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

1. A highly 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, cultural backgrounds and practices, and differences (of all kinds).
2. Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
3. Appreciation for the role of Quakerism in the mission of Pendle Hill.
Appreciation in our mission, vision, and values.

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 appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, gender identity or expression, pregnancy, age, national origin, ancestry, disability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill recognizes that a number of these categories are social constructs, not rooted in science. The aim is to be inclusive and affirming.

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 prior work to Martie McBreen, mmcbreen@pendlehill.org. Please put the job title, "Housekeeping Attendant" in the subject line. Please include how you heard about the position in your email. Please provide contact information for two or more references, at least one of whom is someone who has supervised your work. Review of applications will begin on April 24th and continue until the position is filled.