



PENDLE HILL

A Quaker Study, Retreat, and Conference Center

338 Plush Mill Road
Wallingford, PA 19086-6023
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www.pendlehill.org

February 2019

POSITION: Housekeeping Attendant – Part Time

REPORTS TO: Housekeeping Coordinator

SUPERVISES: None

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 Housekeeping Attendant provides a welcoming, clean, and safe environment for all visitors and staff at Pendle Hill, in keeping with our values and our commitment to “radical hospitality,” providing the highest possible level of guest satisfaction. The person in this position is supervised by the Housekeeping Coordinator 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, lounges, dining and meeting rooms. This preparation and cleaning includes, but is not limited to, the following tasks:
 - a. change/make beds,
 - b. detailed bathroom cleaning including sinks, tubs, toilets and tile
 - c. dust furniture, clean mirrors and glass doors
 - d. launder towels, bed linens, and curtains,
 - e. vacuum,
 - f. sweep and mop floors and rugs,
 - g. 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. Follow and maintain a task assignment and room-ready checklist.

5. Assist with maintaining an organized inventory of all housekeeping supplies and linens.
6. Notice and address messes, making sure that spaces are clean, neat, and welcoming.
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. Enjoys cleaning!
2. Good attention to detail.
3. Ability to self-regulate time for task completion.
4. Good communication skills and friendly affect.
5. Ability to bend, stoop, stretch, twist, climb or balance when cleaning guest rooms.
6. Ability stand and walk for long periods of time.
7. Ability to lift and carry laundry up and down stairs.
8. Ability to occasionally lift and /or move up to 50 pounds, including moving furniture and pushing a heavy supplies cart.
9. Ability to work outdoors when necessary.

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 of the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and values statements as part of familiarizing yourself with Pendle Hill.

TIME EXPECTATIONS: This is a part-time non-exempt position of up to 29 hours per week. Work will frequently include weekend hours and work on holidays.

COMPENSATION AND BENEFITS: \$13.00 per hour compensation plus benefits including 3 paid vacation days, a retirement plan for those working more than 1000 hours per year, the opportunity to obtain a Swarthmore College ID card, which enables access to the Swarthmore library and recreational facilities, and the opportunity to take Pendle Hill courses for free.

NONDISCRIMINATION POLICY: Pendle Hill appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, class, gender identity or expression, pregnancy, age, national origin, ancestry, ability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill

recognizes that some of these categories are social constructs, not rooted in science. Our aim is to be inclusive and affirming.

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

INTERESTED? Please submit a current resume; contact information for three references, two of which are people who have supervised your work (we will not contact your references without checking with you first); and a cover letter describing your qualifications, including how you heard about the position (resumes received without a cover letter will not be considered), to Hannah Mayer, 338 Plush Mill Road, Wallingford, PA 19086 or hmayer@pendlehill.org. Please put Housekeeping Attendant and your last name in the email subject line.

Review of applications will begin as they are received and continue until the position is filled, with an anticipated start date in late February, 2019 (or earlier if the right candidate is eager to begin).