



**February 2022**

**POSITION:** Housekeeping Associate (50%)

**REPORTS TO:** Hospitality and Housekeeping Manager

**POSITION SUMMARY:** The Housekeeping Associates are responsible for providing housekeeping and cleaning services for Pendle Hill in support of our programs, events and overnight guests. The Housekeeping Associate provides a welcoming, clean, and safe environment for all scholars, guests and staff at Pendle Hill, in keeping within our mission, vision, and values, as well as our commitment to radical hospitality.

Housekeeping Associates work with the Hospitality and Housekeeping Manager to track and improve procedures for excellent cleaning service in dining rooms, guest lodging, offices and meeting rooms, providing the highest possible level of guest satisfaction.

**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:**

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, sweep and mop floors, vacuum rugs, maintain hospitality amenities and furnishings of sleeping units, public spaces and offices.
2. Thoroughly clean common spaces as assigned, including but not limited to: sweeping and mopping floors, vacuuming carpets and rugs, dusting baseboard and chair rails, cleaning window sills, frames, and glass, dusting light fixtures and surfaces, etc.
3. Work cooperatively and respectfully with other staff to ensure spaces are ready before guests arrive.
4. Interact with guests and staff to present Pendle Hill in a positive, hospitable way, providing for their requests in a timely and efficient manner.
5. Assist in the training of new housekeeping staff.
6. Follow and maintain a task assignment and room-ready checklist.
7. Maintain and keep organized the inventory of all housekeeping supplies and storerooms including linens.
8. Attend required staff meetings.

9. Report lost and found items and ensure their delivery to the Receptionist and Registration Associate at the registration desk in the Barn.
10. 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 outdoor weather conditions.
7. Good attention to detail.
8. Enjoys cleaning!

**EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:**

- 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).
- Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
- 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, 50% position, including work at various times between 7AM and 6PM and on various days including holidays. Out of respect for work-life balance, “full-time” at Pendle Hill is 37.5 hours per week, with 7.5-hour typical workdays. Two consecutive days off will be provided each week.

**COMPENSATION AND BENEFITS:** \$15.00 per hour compensation plus benefits including 4 paid vacation days in their first year of employment, six days paid leave in their second year of employment, and eight days paid leave in their third and subsequent years of employment. Additionally, a retirement plan is available to all those working more than 1000 hours per year, and there is the opportunity to take Pendle Hill courses for free. Additional benefits include one meal a day from the Pendle Hill Kitchen (free to staff except for the tax), a 20% employee discount at the Pendle Hill Bookstore, free copies of all Pendle Hill pamphlets upon publication, a beautiful campus with walking trails and fellowship with people from around the world.

**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.

**Pendle Hill staff are required to be fully vaccinated against COVID-19**, except for those who cannot receive the vaccine for medical or religious reasons.

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

**INTERESTED?** Please submit the following items to Hannah Mayer, at [hmayer@pendlehill.org](mailto:hmayer@pendlehill.org), with “Housekeeping Associate” and your last name in the email subject line:

1. a current resume,
2. contact information (at minimum a phone number and email address) for three references. One of the three may be a personal reference.

Review of applications will begin on February 23<sup>rd</sup> and continue until the position is filled, with an anticipated start date in March 2022.