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Assistant Housekeeper

Job Description

The Assistant Housekeeper will collaborate with the Housekeeper to clean, sanitize, and prepare the lodge, cottages, and huts for retreat guests.

Responsibilities:

- Maintain a clean, orderly, hospitable environment for retreat guests in lodge, cottages, and other buildings, including the following tasks: laundering and folding sheets and towels, making beds, dusting, vacuuming, sweeping, mopping, cleaning restrooms and kitchens, sanitizing high-touch surfaces, and removing trash, recycling, and compost.
- Restock supplies and report inventory needs.
- Track and report maintenance issues.
- Conduct semi-annual deep cleaning projects.
- Make recommendations regarding creating a welcoming experience for guests.
- Participate in occasional all-staff meetings, either in-person or via Zoom.
- Observe all policies and protocols for the health and safety of staff and guests.

Qualifications:

- Professional cleaning/housekeeping experience.
- Attention to detail and orientation toward customer service.
- High standards of cleanliness.
- Good communication skills to interface with Managing Director and other staff.
- Reliable transportation to and from the retreat center.
- Ability to lift 25 pounds.