

Housekeeper, Lead Assistant

The Assistant is responsible for assisting the housekeeping supervisor by performing both routine cleaning procedures and general household maintenance throughout the beautiful Bellarmine Jesuit Retreat House and its 80 acres of sprawling land in Barrington, IL. This full-time position comes with benefits and the opportunity to work with a great team of full-time and part-time staff.

Duties specific to Housekeeping:

- Assist the housekeeping supervisor with instructing part-time housekeeping team members.
- Assist with maintaining inventories of all housekeeping supplies to ensure efficiency.
- Assist with managing the laundry process, which includes all bed linens and towels.
- Perform other tasks as assigned or needed.
- Perform daily audits of all building areas and equipment.

Responsibilities of housekeeping and maintenance work to assist with include:

- Clean rooms and make beds in sleeping rooms after each retreat, including adjoining private bathrooms and toilet rooms.
- Clean all public bathrooms and shower rooms and replenish all bathroom supplies
- Vacuum and clean common areas during and after each retreat
- Sanitize and disinfect all commonly touched surfaces frequently
- Bundle linens and towels and transfer to laundry
- Wash, dry, fold and stack towels and pillowcases
- Mop floors, stairs and hard floors
- Clean windows and interior glass as needed or directed.
- Communicate with Housekeeping Supervisor, Maintenance staff, and others of any concerns that are identified while performing duties
- Maintain building, tools, grounds, and maintenance supplies as needed or directed.
- Assist with procurement duties, including pick-up of supplies at stores and delivery.
- May assist with painting doors, walls, ceilings, equipment and other items as needed or directed
- Clean and repair furniture as needed or directed
- During summer may help mow grass and maintain landscaping beds
- During winter may shovel some snow and operate snow blower; ideally can plow
- Light and heavy disposal of trash and garbage and recycling containers in rooms and offices

- Work closely with other departments to ready the retreat house for retreat groups.
- Equipment and furniture set-ups as needed by various groups using the facility.

A few requirements:

- Position must possess a valid driver's license
- Position requires an eye for detail, a strong work ethic, and the desire to exceed standards by consistently producing quality work and extraordinary results.
- Occasional weekend hours required to accommodate retreat schedules.