

Housekeeper Job Description
St. Joseph Monastery 2200 S Lewis Ave, Tulsa OK 74105

Reports to: Facilities Supervisor

Type of Pay: Hourly, Monday-Friday, 6 hours/day flexible hours between 8am-3pm (occasional weekend for special event)

Benefits: Full- time employee benefits

Pay: \$13.50- \$15 depending on experience

Mission Statement of the Benedictine Sisters of St. Joseph Monastery: We are Catholic Benedictine women committed to the Gospel of Jesus Christ, which impels us to love as he loves, through a common life of prayer, hospitality, and ministry.

Housekeeper Job Description

Must maintain a high level of cleanliness in the monastery while being efficient and to provide our sisters, guests, and employees with a clean environment. Duties include cleaning rooms, vacuuming, emptying trash, dusting, cleaning windows, mopping floors, washing dishes, and light ironing and laundering of linens.

Housekeeper Duties & Responsibilities

- Sweep, mop, wax, and vacuum floors
- Wash and sort linens
- Dust, disinfect, and polish surfaces.
- Wash windows, doors, walls, ceilings, and fixtures
- Empty wastebaskets and remove trash.
- Replace water in conference room, soap, paper towels, etc.
- Properly care for supplies and equipment.
- Alert Facilities Supervisor of any safety issues.
- Keep cleaning supplies stocked.
- Properly handle chemicals and comply with health and safety regulations.
- Communicate with Sisters and Monastery staff regarding housekeeping issues.
- Maintain loyalty and commitment to St. Joseph Monastery, its policies, and procedures.
- Maintain supportive, cooperative, friendly demeanor with the sisters, peers, visitors, and employees.
- Support the mission of the Benedictine Sisters.
- Other duties as assigned.

Housekeeper Requirements

- Prior relevant experience
- Must be able to take instructions and follow through without a lot of oversight.
- Must be able to pass a background check.
- Efficiency, professionalism, and attention to detail
- Must be well organized and orderly.
- Must be able to lift/move up to 30 pounds and strong enough to operate housekeeping equipment.
- High School diploma or equivalent preferred.
- **Physical Demands:**
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands and arms; climb and balance on ladders; stoop, kneel, crouch or crawl without restrictions. The employee must be able to lift and/or move up to 30 pounds and strong enough to operate cleaning equipment.

*****Interested candidates please contact:**

Phil Bales- Facilities Supervisor 918-742-4989

Patty O'Meilia- House Manager 918-746-4223 pomeilia@stjosephmonastery.org