St. Albert the Great Priory

JOB DESCRIPTION

TITLE: Housekeeper
REPORTS TO: Director of Operations, Procurator
LOCATION: Oakland, CA – St. Albert the Great Priory

Description: St. Albert the Great Priory is the House of Studies and residence for approximately 50 friars. The Housekeeper at St. Albert’s Priory will be responsible for the general cleaning of all shared facilities, such as the Chapel, classrooms, hallways, bathrooms, and guest bedrooms. Duties include, but are not limited to, making beds, replenishing linens, cleaning rooms, cleaning bathrooms and showers, and vacuuming.

Primary Duties & Responsibilities:

- Clean rooms, lobbies, lounges, restrooms, showers, elevator, and other work areas so that health standards are met.
- Clean rugs, carpets, upholstered furniture, draperies, and blinds, using vacuum cleaners and/or shampooers.
- Empty wastebaskets and transport other trash and waste to disposal areas.
- Sweep, scrub, and wax floors using brooms and mops.
- Dust and polish furniture and equipment.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Polish metalwork such as fixtures and fittings.
- Replenish supplies such as drinking glasses, linens, and bathroom items.
- Sort clothing and other articles, load washing machines, and iron and fold dried items. Sort, count, and mark clean linens, and store them in linen closets.
- Clean windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
- Request repair services as needed.
- Disinfect equipment and supplies, using germicides.
- Dust window blinds.
- Move and arrange furniture, and turn mattresses.
- Observe precautions required to protect guest property, and report damage, theft, and found articles to supervisors.
- Prepare rooms for meetings, and arrange decorations, media equipment, and furniture as needed.
- Wash dishes and clean kitchens, cooking utensils, and silverware as needed.
- Carry linens, towels, toilet items, and cleaning supplies, using wheeled cart.

Essential Qualifications:

1. Must be able to lift 30lbs.
2. Must be able to go up and down stairs repeatedly throughout the day.
3. Exceptional interpersonal skills and an ability to communicate effectively in writing, by phone, or in person with cheerfulness, grace, and professionalism.
4. Exceptional organizational skills, creativity, and attention to detail.
5. Ability to work collaboratively and effectively in groups, or be a focus independent worker.
6. Ability and desire to use God-given talents in service to others.

Other Desired Qualifications:
1. Familiarity with the Order of Preachers, specifically the Western Dominican Province.

Submit resume and cover letter to operationssap@opwest.org Attn: Peter MacLeod
• Relocation funds not available.