

Schoenstatt Sisters of Mary

www.schoenstatt-wisconsin.us

Job Title: Retreat Center Housekeeping

Location: Schoenstatt Retreat Center
W284 N698 Cherry Lane
Waukesha, WI 53188
(262) 522-4300

Job Type: Part Time

Potential Start Date: October 25, 2021

Starting Salary: \$10/hour

Position Summary:

- Cleaning guest rooms and guest restrooms
- Cleaning public spaces and public restrooms
- Cleaning dining room areas
- Dishwashing
- Flexible Schedule including weekends

Essential Duties and Responsibilities:

- Professional and courteous attitude toward Sisters and guests
- Cleaning restrooms: sinks, toilets, showers, walls, sweeping, mopping, garbage removal
- Cleaning guest rooms: stripping and making beds, dusting, vacuuming, garbage removal
- Washing windows, doors, doorknobs, radiators, etc.
- Restocking supplies, reporting what needs to be ordered
- Keeping the cleaning cart stocked and in order
- Laundering guest linens and towels, folding them, and stacking them neatly
- Dishwashing after meals

Qualifications:

- It is important for the candidate to have a strong understanding and respect for the Catholic faith.
- Minimum age: 21 years old
- Ability to work independently as well as collaboratively in a team
- Excellent time management and organizational skills
- Basic reading and math skills
- Ability to listen, comprehend, and follow directions

If interested:

- Contact Sister M. Catherine Ditto: srcatherine@schsrsmary.org