

Housekeeping Coordinator Job Description

The Housekeeping Coordinator position facilitates the smooth transition between retreats. Our Coordinator should be a friendly dependable person who can work well with others. We are a one-of-a-kind business, and we all work hard and go out of our way to ensure that at the end of the day the retreat participants' experience here is uniquely transformational and healing. Our seasonal housekeeping coordinator works with a very nice Spanish-speaking family of local housekeepers to clean meeting spaces and turn over guest rooms at the end of each retreat. Since we frequently turn over a large number of rooms in a short amount of time, efficiency and attention to detail are crucial traits for this position.

One-day turnovers may require hands-on cleaning assistance with housekeeping crew. This includes: making the beds, vacuuming the floors, cleaning the bathrooms, emptying the trash and dusting as needed. Typically, retreats begin on Fridays and end on Sundays, but there are longer retreats and overlapping retreats as well. For weeklong retreats our housekeepers do a light midweek refresh of rooms. Occasionally rooms need to be turned over the same day (when a group checks out in the morning and an incoming group arrives later in the day). On these days, extra housekeepers are brought in to ensure everything is prepared on time, especially for those few weekends when we need to turn over the entire facility.

Fluency in Spanish a plus.

Housekeeping Primary Duties

- Coordinate housekeepers schedule
- Restock cleaning supplies
- Maintain inventory, restock linen closets and keep organized.
- Make beds when needed
- Distribute face, hand, and body towels
- On occasion, light cleaning of sinks, mirrors, showers, toilets, and windows
- Vacuum, dust, and mop as needed
- Clean meeting spaces and their bathrooms