



## **JOB OPENING: HOUSEKEEPER**

IMS is seeking an energetic professional with housekeeping experience to become a member of its Facilities Department. A team of three housekeepers work in partnership to ensure that the environment at both the Retreat Center and the Forest Refuge is clean, neat and aesthetically pleasing. Housekeepers rotate three different shifts over the course of a year; each shift lasting approximately four months. At a given time, one housekeeper works primarily at the Forest Refuge while the other two housekeepers serve primarily at the Retreat Center. At the same time, all three remain flexible and serve where needed and assigned.

IMS's facilities are set among 242 secluded wooded acres in the quiet countryside of central Massachusetts. A position at IMS offers an abundance of dharma resources and support, within a friendly and caring environment.

### **Principal Responsibilities**

- Keep centers and guest housing clean and orderly on an ongoing basis by performing a wide range of cleaning duties.
- Assign housekeeping tasks to retreatants and volunteers; train and support retreatants and volunteers in performing assigned tasks; keep job reference materials up to date.
- Track inventory; organize and restock supplies.
- Care for houseplants; create and oversee flower arrangements.
- Provide effective customer service to retreatants.
- Assist with preventive maintenance, as well as general care of, and upgrades to, buildings and grounds.
- Meet IMS's expectations for service excellence.
- Support and protect retreat environment; uphold ethical principles.

### **Qualifications/Experience**

- 3 months or more housekeeping experience.
- Excellent attention to detail.
- A solid work ethic with strong organizational, time-management and problem-solving capabilities.
- Ability to work well independently and as part of a team.
- Good verbal and written communication skills using the English language.
- A strong customer service background with a commitment to providing a high level of service.
- Familiar with Microsoft Word and Excel.
- Valid driver's license and clean driving record.
- Flexible and comfortable with changing needs and priorities.
- Able to understand and support our retreat environment, with a commitment to uphold ethical principles in daily work life.
- An established meditation practice or sincere interest in meditation and practicing mindfulness in daily life.

### **Conditions**

- Work some or all weekend days and to periodically rotate assignments and days off.
- Work irregular hours as necessary on opening days or for retreatant job training.
- Infrequently required to work overtime in case of facilities emergencies.

### **Physical Demands**

- Requires some heavy physical work, including snow removal as well as lifting, pushing, or pulling of objects weighing 50 pounds or more.

**Position to start ASAP**

**Application deadline: April 26, 2015**

This is a full-time, 35 hours/week position, paid hourly, offering health benefits, meal plan options, generous paid time off, as well as participation in the Staff Sangha Program. On-site housing is available.

Qualified applicants please send Staff Application (available at [www.dharma.org](http://www.dharma.org)) to: [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org).

IMS is an Equal Opportunity Employer

*IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Theravada Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.*