

## JOB OPENING: HOUSEKEEPER

IMS is seeking an energetic professional with housekeeping experience to become a member of its Housekeeping 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. 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.

### 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, teachers, and other internal parties.
- Assist with preventive maintenance, as well as general care of and upgrades to, buildings and grounds.
- Perform other related duties as assigned.
- Meet IMS's expectations for service excellence.
- Support and protect retreat environment; uphold ethical principles.

### Qualifications/Experience

- High School degree or equivalent.
- Excellent attention to detail.
- Valid driver's license and clean driving record.
- Familiarity with Microsoft Word and Excel.
- Professional work ethic with strong organizational, time-management and problem-solving skills.
- Ability to work well independently and as part of a team.
- Good verbal and written communication skills. Ability to speak, read and write English.
- A strong customer service background with a commitment to providing a high level of service.
- Flexible and comfortable with changing needs and priorities.
- 3 months or more housekeeping experience preferred.
- Familiarity with or sincere interest in meditation or mindfulness preferred.

### Conditions

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

### Physical Demands

- Requires some heavy physical work, including snow removal as well as lifting, pushing, or pulling objects weighing 50 pounds or more with or without accommodation.

**~ This position is available immediately ~**

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.

IMS is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

Qualified applicants: Send Staff Application (available at [www.dharma.org](http://www.dharma.org)) to [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org).  
Please include a cover letter and résumé.

*IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in Early 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.*