

JOB OPENING: FACILITIES WORKER

We are seeking a Facilities Worker to perform maintenance, general care and upgrades to all buildings and grounds at IMS including the Retreat Center, Forest Refuge and Gaston Pond. The Facilities Worker collaborates as a member of the Facilities team to ensure smooth operation of all aspects of the Facilities Department. The Facilities Department is responsible for ensuring a safe, efficient physical plant, pleasant grounds, and a clean, neat and aesthetically pleasing environment at both of our meditation centers.

Responsibilities

- Preventive maintenance and general care of IMS facilities.
- Works on upgrades, improvements and repairs to IMS buildings and grounds.
- Completes assigned projects including framing, hanging sheetrock, insulating, painting and finish carpentry.
- Responds to electrical, plumbing, fire alarm and weather-related emergencies.
- Moves and assembles equipment and furniture.
- Trains and supports retreatants and volunteers performing housekeeping and maintenance tasks.
- Performs cleaning duties, including vacuuming, bathroom cleaning, making beds, window washing, laundry, tracking inventory, organizing, restocking supplies and similar housekeeping tasks.
- Responsible for snow removal including shoveling, operating a tractor and snow blower equipment.
- Required to work varying shifts as scheduled, may include weekends and holidays. Occasionally required to work overtime in the event of facilities emergencies.
- Supports and protects silent retreat environment; upholds ethical principles.

Qualifications/Experience

- High school diploma or equivalent
- 1 or more year(s) experience in general maintenance, carpentry or construction; including use of power and hand tools
- Housekeeping experience, with knowledge of cleaning equipment, products and techniques preferred
- Valid driver's license and clean driving record
- A strong customer service background with a commitment to providing a high level of service
- Familiarity with or sincere interest in meditation or mindfulness preferred

~ **This position will be available after November 1, 2019** ~

Qualified applicants: Please send Staff Application (available at www.dharma.org) to IMSjobs@dharma.org.
Include a résumé and cover letter detailing your interest in the position.

A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment. This is a full-time, 40 hours/week position offering health and dental benefits, Flexible Spending Account, meal plan options, generous paid time off, and participation in the Staff Sangha Program.

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

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