

## JOB OPENING: HOUSEKEEPER

IMS is seeking a diligent professional with housekeeping experience to become a member of its Housekeeping Department. The Housekeeper performs a combination of light and deep cleaning duties to ensure the environment of all IMS buildings including the Retreat Center, Forest Refuge and Gaston Pond are clean, neat and aesthetically pleasing.

### Principal Responsibilities

- Keeps centers and guest housing clean and orderly on an ongoing basis by performing a wide range of cleaning duties.
- Performs cleaning duties, including, but not limited to: vacuuming, bathroom cleaning, making beds, window washing, laundry, and similar housekeeping tasks.
- Assigns housekeeping tasks to retreatants and volunteers; trains and supports retreatants and volunteers in performing assigned tasks; keeps job reference materials up to date.
- Tracks inventory; organizes and restocks supplies.
- Cares for houseplants; creates and oversees flower arrangements.
- Provides effective customer service to retreatants, teachers, and other internal parties.
- Assists with preventive maintenance, as well as general care of and upgrades to, buildings and grounds.
- Required to work varying shifts as scheduled, may include weekends and holidays. Occasionally required to work overtime in the event of facilities emergencies.
- Meets IMS's expectations for service excellence.
- Supports and protects retreat environment; upholds ethical principles.

### Qualifications/Experience

- High School degree or equivalent
- 3 months or more housekeeping experience, with knowledge of cleaning equipment, products and techniques preferred
- 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
- Professional work ethic with strong organizational, time-management and problem-solving skills
- Ability to work well independently and as part of a team
- Flexible and comfortable with changing needs and priorities

**~ This position is available immediately ~**

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

This is a full-time, 35 hour per week position offering health and dental benefits, Flexible Spending Account, meal plan options, generous paid time off, and an abundance of meditation resources, all within a friendly and caring environment.

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 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.*