



## JOB OPENING: HOUSEKEEPER

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. A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment.

We are seeking a Housekeeper to support our retreatants' meditation practice and provide welcoming spaces for our visiting teachers. This role lovingly maintains safe, clean, and appealing spaces in our buildings, which range from a 100-year-old stately mansion in beautiful condition to modern accommodations built in recent years. Part-time hours and job share options available.

### Primary 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.
- Washes guests' and staff dishes after meals.
- 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, as well as evenings.
- Supports and protects silent 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
- Proof that you are fully vaccinated with the COVID-19 vaccination (2 weeks after the second dose of the Moderna or Pfizer vaccine or 2 weeks after the Johnson and Johnson Janssen vaccine) and applicable booster is a requirement of this position and must be submitted prior to your start date.

### Position Now Open

Qualified applicants: Please send a résumé and cover letter to [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org).

This is typically a full-time, 40 hours/week position offering health and dental benefits, Flexible Spending Account, meal plan options, generous paid time off, and staff meditation resources.

*Consistent with the Americans with Disabilities Act (ADA) and Massachusetts law, it is the policy of IMS to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources at [HR@dharma.org](mailto:HR@dharma.org).*

*Insight Meditation Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*