JOB OPENING: HOUSEKEEPING LEAD

IMS is seeking a full-time (40 hours per week) Housekeeping Lead. The Housekeeping Lead works with the housekeeping team to ensure that all IMS buildings are safe, clean, neat, and aesthetically pleasing. The Housekeeping Lead performs housekeeping tasks, schedules work for the housekeeping team, procures supplies and equipment related to housekeeping within a budget and works with the Facilities Manager to make certain all housekeeping work is completed in time to a high standard.

Primary Responsibilities
● Schedules housekeeping tasks for housekeepers and makes sure work is done safely, efficiently, and well.
● Procures supplies and equipment and prepares invoices for accounting.
● Maintains good relationships with vendors.
● 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
● Provides effective customer service to retreatants, teachers, and other internal parties.
● Supports the Facilities Manager to improve the effectiveness and productivity of the housekeeping team.
● Communicates effectively and consistently with staff, teachers, and retreatants.
● Participates in maintaining a positive, professional work environment in the department and throughout the organization.

Qualifications/Experience
● High School degree or equivalent
● 1 year or more years of housekeeping or similar experience with knowledge of cleaning equipment, products and techniques preferred
● 1 year or more leading others in a professional setting.
● A strong customer service background with a commitment to providing a high level of service.
● Ability to plan, prioritize and manage multiple tasks with capacity to self-direct and to maintain good working relationships with retreatants, teachers, staff, volunteers and vendors.
● Familiarity with Microsoft Office and Google Apps.
● Familiarity with or sincere interest in meditation or mindfulness preferred.

The health and safety of our staff and guests is our highest priority. The successful candidate will be required to provide documentation of full vaccination 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) prior to beginning employment.

Qualified applicants: Please send a résumé and cover letter to IMSjobs@dharma.org.

Positions at IMS offer health and dental benefits, generous paid time off, Flexible Spending Account, retirement plan with employer contribution, Paid Parental Leave and an abundance of staff meditation resources, all within a respectful, friendly and caring environment.

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.

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@dhharma.org.