JOB OPENING: PER DIEM HOUSEKEEPER

IMS offers meditation retreats rooted in the early Buddhist teachings of ethics, concentration and wisdom. A position at IMS offers an $18.50 starting wage, flexible schedule and a friendly and caring work environment.

We are seeking a Per Diem Housekeeper to support our retreatants' meditation practice and provide welcoming spaces for our visiting teachers. This role 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. Per Diem Housekeepers enjoy flexible schedules that work around their needs.

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.
- 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.
- Requires some heavy physical work, including standing for long periods of time, as well as lifting, carrying, pushing or pulling objects weighing up to 50 pounds.
- Supports and protects silent retreat environment; upholds ethical principles.

Qualifications/Experience

- High School degree or equivalent
- No housekeeping experience required. Training provided.
- Must have schedule flexibility to work irregular shifts as needed
- A customer service background with a commitment to providing a high level of service

Starting wage for the Housekeeper position is $18.50/hour.
This position offers flexible hours. Work hours worked will vary.

Qualified applicants: Please send a résumé or letter of interest to IMSjobs@dharma.org.

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.

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.

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