



Housekeeping Manager 1-Year Contract Position

JOB DESCRIPTION:

This position must provide a clean, sanitary comfortable, orderly and satisfying surroundings for the residents and staff of the International Art of Living Centre, Canada. It also entails training and overseeing tasks of interim housekeeping staff. This is a one-year contract position.

Duties:

- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, and other work areas so that sanitary standards are met.
- Sweep, scrub, floors, using brooms, mops, and/or powered scrubbing.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Replenish supplies such as drinking glasses, linens and bathroom items.
- Managing the paper goods (toilet paper, brown paper, tissues), knowing what are the counts in each building and in the Reserve so we can order some when we are low; keeping track with Google Documents.
- Sort clothing and other articles, load washing machines, and iron and fold dried items.
- Sort, count, and mark clean linens, and store them in linen closets.
- Assign duties to other staff and give instructions regarding work methods and routines.
- Request repair services and wait for repair workers to arrive.
- Disinfect equipment and supplies, using germicides or steam-operated sterilizers.
- Hang draperies, and dust window blinds.
- Move and arrange furniture, and turn mattresses.
- Prepare rooms for events, and arrange decorations.
- Carry linens, towels, toilet items, and cleaning supplies, using the commonly shared vehicle.
- Purchase or order groceries and household supplies to keep kitchens stocked, and record expenditures.

Physical Requirements:

- This position demands good physical and mental health. The housekeeper will be required to lift, carry, walk, sit, push, pull and work a flexible schedule.

KEY SKILLS AND COMPETENCIES

- Organizing and setting up on-going deep clean schedules.
- Assisting with the preparation of Housekeeping budgets.
- Ability to multi-task with effective time management skills.
- Communication Proficiency in French and English an asset.
- Leadership Skills.
- Teamwork Orientation

Expected Hours of Work: 8 hours per day, 6 days a week

The Art of Living Foundation is a global service organization that has made an extraordinary impact on local communities around the world. Made up almost entirely of volunteers, the Foundation has provided trauma relief and peace initiatives to thousands of people in places of raging conflict, areas devastated by war and natural disaster, inner cities and prisons.

All interns and staff will be provided with room, board and opportunities to participate in complimentary Art of Living programs. We would be pleased to have students use the Service Program for college credit.

A nominal monthly stipend will be provided to cover personal expenses after probationary period.