



SPIRIT IN THE DESERT
P.O. BOX 3254 CAREFREE, AZ 85377

Housekeeping Job Description

Function Overview

Spirit in the Desert Retreat Center is a private non-profit retreat and conference center. Located in Carefree, Arizona, Spirit in the Desert is placed on 9 acres in the beautiful Sonoran Desert. At Spirit, we focus on reconciliation, renewal, healing and transformation, and amazing guest experiences.

The right candidate will have the following role-specific critical skills and behaviors:

- Passion for Spirit in the Desert's mission and vision
 - Shows a passion for work and the energy to perform at a high level.
 - Takes pride in work and sets and accomplishes challenging goals.
- Delivers Winning Results
 - Establishes and maintains high standards of accomplishment and quality of work.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

- You have effective communication skills
- You are motivated and a team player
- You are flexible and reliable
- You can work independently with minimal supervision

Hours:

- 9:00am – 3:00pm, with some weekends required

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintaining the cleanliness of all buildings applicable to the operations of Spirit in the Desert
- Clean facility common areas, meeting rooms and guest rooms including bathrooms, dusting, vacuuming, restocking of all amenities, window washing, mopping, laundry, etc.
- Clean and restocking out-buildings; chapels, offices, service rooms.
- Conference meeting room set-up and refreshing, including frequent restocking and cleaning of food and beverage areas.
- Cross functional responsibilities in food service, grounds, maintenance as requested.
- Daily removal of recyclables and garbage.

Education & Experience

- High School Diploma or GED
- Previous experience in housekeeping preferred

Supervisory Responsibilities

None

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age national origin, religion, sexual orientation, gender identity, status as a veteran and basis of disability or any other federal, state or local protected class.

CONTACT

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