



## Housekeeper

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**Job Title:** Housekeeper

**Ministerial Designation:** Non-Religiously Qualified, Non-exempt

**Status:** Regular Full-Time, 40 hours/week

**Department:** Housekeeping

**Reports To:** Housekeeping Manager

**Active Date:** August 2025

**Summary:** Participates in the healing Mission and Ministry of Tenacre by cleaning the Christian Science Nursing settings, visitor and resident accommodations, offices, and other property-wide areas. A successful housekeeper at Tenacre strives to clean and tidy with love and grace and should be cheerful, orderly, punctual, and patient.

### Competencies

To perform this job successfully, an individual should be demonstrating the following competencies:

**Team Player:** Works safely and cooperatively with a team toward the accomplishment of shared goals.

**Integrity and Ethics:** Makes decisions and acts with Tenacre's long-term interests in mind; is a good listener and approaches work from a thoughtful and caring basis; demonstrates reliability, including punctuality.

**Attention to Detail:** Is thorough in accomplishing tasks no matter how small; monitors and checks work; plans and organizes time and resources efficiently even under the pressure of multiple demands.

**Immediacy and Flexibility:** Willingness to work on any scheduled assignment. Enjoys working hard; can be counted on to get things done on time; adapts quickly to changing needs and schedules.

**Judgment:** Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas; uses initiative appropriately.

### Essential Duties and Responsibilities; other duties may be assigned.

- Daily reads checklist for work assignment; anticipates and gathers necessary supplies for the job and takes these to the site to be cleaned
- Safely uses the right equipment and chemicals to clean various campus spaces, including offices, cottages, staff housing, visitor accommodations, common spaces, kitchens, bathrooms, and outdoor areas

- Operates professional laundry machines in the Tenacre Main Laundry and use cleaning detergents accurately; regularly sort and count linens for delivery to other areas; occasionally climbs a ladder to stack laundry in the closets
- Visually inspects work areas and maintains various housekeeping closets
- Safely and properly moves and/or carries housekeeping equipment, occasionally lifting items weighing up to 25 pounds
- Walks throughout the multi-acre property in various weather conditions, climbs stairs when necessary, and works in any of the buildings
- Once trained, drives the utility cart safely throughout the Tenacre property
- Work in the Christian Science Nursing settings as scheduled
- Agrees to work on rotating weekend schedule and shows flexibility to Department requests to cover cleaning needs that arise unexpectedly

### **Qualifications**

To perform this job successfully, an individual must satisfactorily perform each essential duty as stated above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Experience and/or Education**

- Prior experience or training in housekeeping, preferred
- Must enjoy cleaning and keeping order
- Demonstrated ability to read, write and speak English fluently, which is understandable by staff and residents
- Member of The First Church of Christ, Scientist in Boston, Massachusetts, preferred

### **Compensation**

- \$22.00 - \$37.00 per hour

### **Benefits**

- Paid time off with carryover and payout features
- 401(k) tax deferred savings plan with a match up to 6% of your annual pay with eligibility from date of hire
- Pension plan
- Optional health insurance
- Life insurance
- Financial education
- Other education assistance
- Dependent care assistance
- Family tuition assistance