



Mount Angel Abbey Job Description

JOB TITLE: Retreat House Housekeeper/Kitchen Worker – On-Call

General Summary:

Under direct supervision, responsible for housekeeping duties and/or keeping the kitchen and dining room clean at Abbey Retreat House.

Essential Functions:

- Change bedding in guest rooms.
- Clean floors including vacuum, mop, sweep.
- Restroom cleaning including showers.
- Set tables in preparation for meals.
- Set up food line. Assist guests with any needs they may have during meals.
- Wash and dry dishes, pots and pans.
- Return dishes to appropriate locations.
- Wipe down tables and counters.

Requirements:

- High school diploma or equivalent preferred.
- Able to work various hours. Weekends and weekdays (typically Friday-Monday shifts).
- Must be well-organized, responsible, energetic, reliable, and be able to do some lifting.
- This is a very physical job and can be fast-paced.
- Ability to work independently.
- Able to communicate clearly and effectively orally and/or in writing.
- Understands and follows safety and sanitation procedures.
- Regular and predictable attendance is an essential function of the job.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job classification. The statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of employees so classified. All employees may be required to perform duties outside of their normal responsibilities, as needed.