

# Housekeeper Required for Manresa, The Jesuit Centre of Spirituality

Manresa Jesuit Centre of Spirituality provides residential and non-residential retreats, courses and events. The retreat house accommodates 40 people in individual ensuite rooms, welcoming individuals and groups for overnight stays of varying lengths.

The grounds based beside St Anne's Park and Dollymount Beach in Clontarf also comprise a community of resident Jesuits.

We help people of all denominations, traditions and beliefs to discover the living God present and active in their daily lives.

We wish to recruit a housekeeper who will work in a team over a rolling seven day cycle, with flexible hours.

## ***Principal Duties and Responsibilities:***

- I. Clean Guest Rooms and ensuites.
- II. Vacuum all rooms and corridors.
- III. Distribute clean linen to all guest rooms.
- IV. Mop and sanitize all bathrooms.
- V. Dust pictures, picture frames and walls.
- VI. Clean and polish glass doors
- VII. Polish stair railings.
- VIII. Bag dirty bed linens and towels
- IX. Polish, mop and vacuum Church.
- X. Clean and tidy Sacristy.
- XI. Dust stations of the Cross, Alter, benches and railings.
- XII. Vacuum and polish reception, lounge, tearoom and all hallways.
- XIII. Top up all food supplies.
- XIV. Sweep and mop toilets. Ensure clean towels and toilet rolls.

- XV. Sanitize all toilets, hand basins, urinals and mirrors.
- XVI. Vacuum, polish and dust prayer room.
- XVII. Vacuum, mop and dust lift.
- XVIII. Vacuum, mop, and dust Ignatian corridor, staff room, and library.
- XIX. Clean the house on Castle Vernon either weekly or monthly as required.
- XX. Clean the community house weekly, including bedrooms and bathrooms with hoover and polish. Change the linen.
- XXI. Clean and set community dining room each day. Ensure all food items are replenished.
- XXII. Look after the laundry room
- XXIII. Keep all staff areas clean including locker rooms and bathrooms.

***The Housekeeper is expected to:***

- have a high level of personal cleanliness
- be able to plan your time and work under pressure
- have good communication skills
- be punctual
- be flexible to perform shift work
- be able to stay calm in difficult situations
- be able to work well in a team.

The above indicates selected responsibilities, which is indicative only and not intended to be exhaustive.

Manresa is an equal opportunities employer.

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Online Application Procedure:

Please apply by sending a cover letter and CV to Mr Joe Greenan at [director@manresa.ie](mailto:director@manresa.ie)