

Adrian Dominican Sisters Housekeeper

Summary:

The Adrian Dominican Sisters, an international Congregation of vowed Catholic women religious seeks a **Housekeeper** to work in the Environmental Department on the Motherhouse Campus in Adrian, Michigan. This position maintains any and all assigned areas of work on Adrian Dominican Sisters Campus in a clean, sanitary, orderly and attractive condition.

Responsibilities:

- Routinely cleans windows, walls, floors, carpeting, fixtures and furnishings.
- Maintains stock and storage rooms in a neat and orderly manner.
- Transports equipment, goods, furniture and other items between buildings as needed.
- Performs “Special Projects” including drapery removal/hanging and window cleaning.
- Performs duties in the laundry as needed.
- Accountable for all functions and requirements stated in job description.

Requirements:

Previous custodial/commercial housekeeping experience.

Ability to work alone and/or with others with minimal supervision.

Ability to make appropriate decisions by using common sense; ability to be organized.

Ability to learn and operate cleaning equipment used by housekeeping.

Hours:

Full-time, 80 hours per pay period, occasionally varied shifts, weekends and occasional holidays.

*Interested candidates should email a resume/cover letter to
employment@adriandominicans.org*