



BENEDICTINE SISTERS

SACRED HEART MONASTERY
in CULLMAN, ALABAMA

Benedictine Sisters Retreat Center

Job Description: Housekeeping and Food Service Staff

The primary responsibilities of the Housekeeping and Food Service Staff include:

- Housekeeping tasks in the meeting rooms, public areas, and living areas of the Retreat Center and Guest Houses.
- Food service tasks include setting-up serving areas, serving food to guests, cleaning the serving and dining areas, setting-up and maintaining snack areas in meeting rooms, and operating the dishwashing machine.
- Occasional light grounds work or exterior cleaning of buildings, windows porches, and sidewalks to maintain an attractive appearance.
- Occasional light maintenance tasks within the capability of staff.
- Assisting with other Retreat Center functions when necessary.
- All tasks are assigned by the Head of Housekeeping to the standard set by the Retreat Center Director.

Applicants for Housekeeping and Food Service positions should be conversant in English, being able to answer questions for guests, coordinate their work with other employees, follow written instructions, and complete written records as needed.

The members of the Housekeeping and Food Service Staff represent the Benedictine Sisters in their interactions with guests. All guests should be greeted with courtesy and kindness.

The members of the Housekeeping and Food Service Staff are expected to follow all policies, procedures, and expectations as established by the Benedictine Sisters of Cullman and indicated in the Employee Handbook.

For more information about this position, call 256-615-6117.

Applications may be completed by coming to Sacred Heart Monastery between the hours of 8:30 to 11:30 AM and 1:00 to 3:30 PM, Monday through Friday.

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