



# BENEDICTINE SISTERS

SACRED HEART MONASTERY  
in CULLMAN, ALABAMA

916 Convent Road NE, Cullman, AL 35055 ~ [www.shmon.org](http://www.shmon.org) ~ (256)734-4622

## **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.

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.

**To apply:** complete an application form at the Benedictine Sisters Retreat Center, 916 Convent Rd. NE, Cullman, AL 35055. For more information, call 256-615-6117.

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“WE BELIEVE THAT GOD IS HERE AND CAN BE FOUND, AND THAT A DIVERSITY OF PERSONS BONDED INTO UNITY SHOWS CHRIST TO A DIVIDED WORLD.”