



JOB OPENING: HOUSEKEEPER

IMS is seeking an energetic professional with a housekeeping background to become a member of its Facilities Department. A team of three housekeepers work in partnership to ensure that the environment at both the Retreat Center and the Forest Refuge is clean, neat and aesthetically pleasing.

IMS's facilities are set among 242 secluded wooded acres in the quiet countryside of central Massachusetts. A position at IMS offers an abundance of dharma resources and support, within a friendly and caring environment.

Principal Responsibilities

- Perform cleaning duties, including vacuuming, dusting, bathroom cleaning, making beds, window washing, laundry, deep cleaning, tracking inventory, organizing and restocking supplies.
- Organize and assign housekeeping tasks to retreatants and volunteers; train and support retreatants and volunteers in performing housekeeping tasks.
- Care for houseplants; create and oversee flower arrangements.
- Assist maintenance staff with preventative maintenance, general care of buildings and grounds, and upgrades.
- Meet IMS's expectations for service excellence.
- Support and protect retreat environment; uphold ethical principles.

Qualifications/Experience

- 1 or more years housekeeping experience, with knowledge of cleaning equipment, products and techniques.
- A good aesthetic sense with excellent attention to detail.
- A solid work ethic with strong organizational, time-management and problem-solving capabilities.
- Ability to work well independently and as part of team.
- Good verbal and written communication skills using the English language.
- A strong customer service background and orientation with a commitment to providing a high level of service.
- Computer literacy with working knowledge of Microsoft Word and Excel.
- Valid driver's license and clean driving record.
- An established meditation practice or a sincere interest in meditation and practicing mindfulness in daily life.

Physical Demands

- Requires some heavy physical work, including snow removal as well as lifting, pushing, or pulling of objects weighing 50 pounds or more.



Position to start December 2014

This is a full-time, 35 hours/week position, paid hourly, offering health benefits, meal plan options and a generous amount of paid time off, as well as participation in the Staff Sangha Program.

On site housing available.

Qualified applicants please send Staff Application (available at www.dharma.org) to:
Anna Ossenfort, IMS, at the address below or email anna@dharma.org.

IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Theravada Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.

All IMS staff are requested to undertake the Five Precepts, guidelines for ethical living that help ensure communication and behavior reflective of the organization's values.