

## Notice of Open Position

**Title:** Housekeeper  
**Location:** Honolulu, HI  
**Reports to:** Operations Manager  
**Status:** Part time, non-exempt

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The mission of the Doris Duke Foundation for Islamic Art is to improve the quality of peoples' lives through the study, understanding and appreciation of Islamic arts and cultures.

### JOB SUMMARY

The Housekeeper at Shangri La maintains the cleanliness of the public tour route, staff offices, and collections storage areas by following a cleaning schedule consisting of daily, weekly and monthly routines. A member of the Operations staff, the individual in this role is responsible for the regular housekeeping of the four buildings located on the 5-acre oceanfront property including the cleaning of offices, restrooms, hallways, supply rooms, storage areas, living spaces, and exhibition areas in the Main House, Playhouse, Cottage and Maintenance Building. Duties also include occasional program support during onsite events. The regular work hours of this position are Tuesday thru Saturday, 7:30am to 11:30am (flexible).

### ESSENTIAL JOB FUNCTIONS

- Sweeping, vacuuming and mopping floors;
- Vacuuming, rugs and carpets;
- Emptying trash containers from offices, restrooms and public areas and removing all trash and recycled containers to designated disposal areas;
- Cleaning restroom fixtures and replenishing supplies;
- Dusting and cleaning office and lanai furniture;
- Washing selected interior and exterior walls, stairwells, window sills and hand rails;
- Maintaining kitchen cleanliness, including dishes, tables, countertops, appliances and cupboards, defrosting refrigerators and replenishing beverage supplies;
- Responding to spills and cleaning calls as needed;
- Laundry, including linens used in events and by guest residents;
- Maintaining inventory of cleaning supplies; communicating procurement needs;
- Setting up water station for public tours;
- Developing the practice, during routine cleaning, of observing any unusual or suspected changes in the condition of areas or objects (e.g., noticing a water leak, finding a fragment that may be part of a museum object, etc.) and immediately notifying supervisor;
- Assisting with meeting and event preparations, including the setup of tables, chairs, linens, catering supplies, food and beverages, serving, cleaning and restocking restrooms, monitoring supplies and spot cleaning as needed during and cleaning up after meetings and events;

- Interacting with visitors in a welcoming and courteous manner;
- Preparing for residencies in Playhouse (i.e. making up beds in guest rooms, cleaning restrooms, setting up common spaces) and continuing daily housekeeping throughout residencies to ensure comfortable visitation;
- Perform additional reasonable tasks involving the care of museum collections at the supervisor's request.

## **QUALIFICATIONS**

- One to two years prior experience as a professional cleaner, preferably in a home, museum, or office setting;
- Ability to physically perform repetitive housekeeping tasks, which require bending, reaching, lifting, carrying, etc.;
- Ability to lift 25 to 30 pounds;
- Ability to work from a high step ladder;
- Ability to traverse the 5-acre property, including uneven terrain;
- Ability to ascend multiple flights of stairs while carrying items;
- Ability to set priorities based on business needs;
- Ability to work as a member of a team;
- Strong verbal communication skills;
- Excellent attention to visual detail and the ability to observe subtle changes in a physical environment, e.g. if a particular cleaning area is beginning to show wear and tear, etc.
- Ability to take direction, learn, understand and implement specific processes or procedures to ensure proper care and cleaning of all areas and objects;
- Knowledge of the proper and safe use of cleaning materials as well as proper cleaning techniques;
- Ability to actively participate in establishing schedules and priorities for cleaning and maintenance;
- Natural inclination to be flexible, honest, responsible, dependable, adaptable and friendly.

## **COMPENSATION and BENEFITS**

- Competitive hourly rate;
- Medical and dental benefits with limited employee contributions for qualifying employees;
- Extra pay for working holidays;
- 401(k) plan with generous employer contribution.

## **HOW TO APPLY**

Send resume with cover letter to [hr@ddcf.org](mailto:hr@ddcf.org). Include your last name followed by "Housekeeper" in the subject line.

Application reviews will begin August 5, 2017 and continue until position is filled.

*No phone calls or in-person applications, please.*

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all states and localities in which we operate.