



PORTSMOUTH ABBEY SCHOOL

Title: Housekeeper
Department(s): Operations
Reports to: Assistant Head of School for Operations
FLSA Status: Non-Exempt; Full-time, Staff

About Portsmouth Abbey School

Portsmouth Abbey School is a coeducational Catholic boarding and day school for grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. The School is known for its mission to help young men and women grow in knowledge and grace through its purpose-driven education in the Catholic intellectual tradition and a values-based community that embraces faith while nurturing reverence for God and the human person, love of learning, and commitment to community life. The Abbey's 350 students are encouraged to engage passionately in academic and intellectual pursuits, innovative electives, service to others, and athletic and artistic endeavors. The School's approach to college preparation is designed to inspire the next generation's leaders, stewards, innovators, and problem solvers while instilling a desire to serve the common good.

Job summary

Portsmouth Abbey seeks a full time, 40-hour per week housekeeper to begin immediately. The primary responsibility is to clean school facility buildings. In the case of emergencies or a special function, all personnel could be called upon to report for work at off hours (conditions permitting).

Responsibilities:

- General cleaning of the buildings, dusting, vacuuming, washing floors, walls, furniture, showers, cleaning rugs, carpets, emptying trash and trash containers.
- Handling supplies and all the other cleaning tasks in order to keep the buildings clean and neat inside and outside. (Outside work would include, but is not limited to, sweeping entry ways, exterior windows, etc.)
- There will be mandatory, off hour shifts for school functions and special event weekends such as the Opening of School, Reunion, Parents Weekend and Graduation. There are also other opportunities for overtime shifts.
- During the winter keeping the building paths (shoveling) and steps to the building clear of all ice and snow at all times.
- Some heavy lifting.
- Willingness to take specific training in the following areas: Asbestos Awareness, Blood Pathogen, Right to Know, Lead Safe Certified and Mold certification, etc.



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The essential functions and basic skills have been included in this job description; it is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Qualifications:

All prospective employees must be able to clear a background check prior to beginning employment.

Salary: Commensurate with experience and education

Benefits:

403b

Health/Vision insurance

Dental insurance

Life insurance

Short-term disability (TDI)

Long-term disability

AD&D

Employee Assistance Program

Tuition Remission

Contact:

Interested applicants should email resumes and cover letters to hr@portsmouthabbey.org.