

Our Lady of the Angels Monastery in Hanceville Alabama

Job Description – Housekeeper

Work Group: Hospitality

Reports to: Hospitality Manager

Full or Part Time: Full Time

Paid Hourly or Salary: Hourly

FLSA: Non-Exempt

Schedule: Monday – Saturday, Variable

Job Summary

The Housekeeper is responsible for cleaning and maintaining assigned facilities at the Shrine of the Most Blessed Sacrament. This position works closely with the Housekeeping Team Leader and other Shrine staff to complete assigned duties and maintain established cleaning standards. This position interacts regularly with pilgrims, guests, and staff. The position requires the safe use of cleaning chemicals and equipment and involves frequent walking, bending, kneeling, reaching, and other physical activity. Saturday availability is required.

Essential Duties

- Clean and sanitize restrooms, common areas, offices, guest areas, and other assigned facilities.
- Sweep, mop, vacuum, dust, and clean surfaces as assigned.
- Replenish restroom and other housekeeping supplies.
- Collect and dispose of trash and waste from assigned areas.
- Launder, dry, fold, and iron non-liturgical towels and linens as needed.
- Properly use, store, and maintain cleaning chemicals, supplies, and equipment.
- Follow established chemical handling procedures, including required PPE and Safety Data Sheet instructions.

Other Duties

- Report needed facility repairs, damaged equipment, or maintenance concerns to the Housekeeping Team Leader.
- Promptly report unsafe conditions, spills, injuries, chemical exposures, or other safety incidents.
- Assist with special cleaning projects and event-related housekeeping needs as assigned.
- Perform other duties as assigned.

Knowledge & Skills Requirements

- Commitment to the mission of Our Lady of the Angels Monastery.
- Ability to follow instructions and work independently or as part of a team.
- Good communication skills and attention to detail.
- Ability to safely use cleaning chemicals and equipment.
- Reliable attendance and a professional demeanor.
- High school diploma or equivalent preferred.
- Previous housekeeping or custodial experience preferred.

Our Lady of the Angels Monastery in Hanceville AL is an Equal Opportunity Employer.

Revised 9/4/2026