



# Ignatius Jesuit Centre

*A Place of Peace*

## **Volunteer Housekeeping help**

Reports to: Loyola House Housekeeper

**Purpose: To help maintain a welcoming, clean & hospitable environment within Loyola House.**

### **Main Tasks and Responsibilities**

- Preparation of the bedrooms
- Sweeping and vacuuming floors and carpets
- Dusting and tidying
- Laundry
- Other cleaning duties as assigned by the Main Housekeeper

### **Qualifications/Skills/Requirements**

- Diligence and attention to detail
- Comfortable working with minimal supervision
- Comfortable lifting light loads and taking part in manual labour
- Enthusiasm for helping out

**Time Commitment (hours per day/week/month):** 1-2 mornings or afternoons per week.

### **Benefit to Volunteer:**

- An invitation to the IJC staff Christmas luncheon
- The monthly Ignatius E-Newsletter
- Gratis meals when available

**Benefit to Organization:** Maintaining our wonderful standards of hospitality extended to our visitors from around the world.