

# Scarritt-Bennett Center

## Position Description

**About Scarritt Bennett Center:** Scarritt Bennett Center is a nonprofit, independent educational center and conference and special events venue located in the heart of Nashville, Tennessee, on ten tree-filled acres. Scarritt-Bennett Center is a place of hospitality, education about justice and equality, reconciliation and renewal, cooperation and interaction within the ecumenical and global context. Rooted in mission, the Center has a strong commitment to the eradication of racism, empowerment of women, and spiritual reflection.

**Position Title:**

Housekeeper

**Salary Range:**

This is a non-exempt position.  
Hourly rate will depend on experience.

**Supervisor's Title:**

Director of Guest Services

**Job Purpose:** This position supports the operation of the Center by ensuring a clean, fresh, and safe environment for our guests and staff.

**Primary Job Responsibilities:**

Housekeepers are responsible for cleaning and maintaining both public and private areas on our campus.

**Supplemental Job Responsibilities:**

1. Ensure that all vacant guest rooms are cleaned for new arrivals in a timely manner, according to our cleanliness standards.
2. Respond to any guests' housekeeping request, including room refreshments, with timeliness and professionalism.
3. Communicate frequently with the Front Desk staff and the Director of Guest Services regarding room statuses, guest needs, and supply needs.
4. Stock and maintain linen inventory.
5. Clean and refresh meeting rooms as needed for conferences (vacuuming, dusting, straightening furniture, etc.)
6. Clean all other shared spaces including guest lounges, front desk lobby, and public bathrooms.
7. Report any and all maintenance issues in a timely manner to our Director of Facilities.
8. Become proficient in the housekeeping aspect of our reservation software, to monitor check ins/outs and to update room status.
9. Participate in all staff and departmental meetings as scheduled.
10. Other duties as assigned.

**Qualifications:**

1. Previous housekeeping experience in hospitality preferred.
2. Physically capable of performing the necessary tasks, including standing/walking for 8 hours, vacuuming, pushing linen carts, walking up stairs, minor lifting.
3. Ability to work with little supervision and maintain a high level of performance.
4. Customer-oriented and friendly.
5. Ability to communicate effectively, both written and oral.

**Scarritt-Bennett Center****Position Title:****Original Date:****Revision Date:****Supervisor Signature:****Executive Director Signature:****Date:**