Montalvo Employment Opportunity

Job Title: Housekeeper (hourly / non-exempt)

Montalvo Arts Center is seeking an energetic new team member to support our Lucas Artists Residency. The Housekeeper is responsible for creating a clean and orderly environment for our artists and guests that strengthens and maintains our reputation.

Responsibilities include, but are not limited to:
- Perform a variety of cleaning tasks such as: vacuuming, dusting, sweeping, mopping, kitchen cleaning including dishwashing, and laundry.
- Ensure the studios and common areas are cared for and cleaned according to the housekeeping schedule and standards.
- Maintain a professional and friendly demeanor with artists, guests, and staff.
- Perform other related duties as required.

Education, Skills and Experience:
- Proven experience as a cleaner or housekeeper – ability to work quickly without compromising quality.
- Good prioritization and time management skills.
- Ability to work independently, as well as part of a team, under direct or indirect supervision, and on specific time deadlines. Cooperative and willing to assist others.
- Ability to communicate effectively in English, both verbally and in writing.
- High school degree.
- This position requires some evening/weekend availability.

Working Conditions & Physical Tasks:
- Job functions are performed indoors and outdoors on both flat and hilly terrain.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl.
- The employee may frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
- Must have a valid driver’s license and access to own vehicle and clean DMV record.
- Background check required.

Compensation: $21.00 - 22.00 p/hr

To apply, submit your resume to Human Resources via email at hr@montalvoarts.org. No phone calls about the position, please. Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at montalvoarts.org.

Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.
Montalvo Arts Center requires that all employees be fully vaccinated against COVID-19, except as required by law. Any employment offer will be contingent upon satisfactory proof that you are fully vaccinated from COVID-19, subject to reasonable accommodations for medical or religious reasons, and/or as otherwise required by applicable law.