



## **HOUSEKEEPER**

Our Housekeeper takes the lead in keeping our center organized, tidy, and clean. We believe that our ability to keep VPI well kept and cared for is a direct reflection of our values. This is an integral role to the functioning of the center.

We are looking for a kindhearted person, mature and spiritually orientated who values harmony and can, therefore, live and work in a contemplative environment with a community of practitioners made up of retreaters and staff members. This individual must be service minded and understand how their role serves the needs of the VPI community.

### **DUTIES/RESPONSIBILITIES**

- Clean and maintain all retreat facilities; cabins, dormitory rooms, dining hall, main building, offices and gompa
- Manage cleaning schedule for center
- Manage time & duties through systems and checklists
- Present Working Meditation Guidelines to group retreaters
- Responsible for drop off and pick up of center laundry
- Inventory and stock housekeeping supplies as needed
- Assist retreaters with housekeeping requests
- Prepare center for guests
- Be in communication with other departments about shared responsibilities
- Dinner service as needed.
- Attend weekly staff meetings and all staff training.
- Flexibility with assisting other departments as center needs arise.

### **QUALIFICATIONS**

In adapting to our retreat environment and in being the primary holder of our Housekeeping Department, we are looking for the following qualities:

- Reliable and consistent
- Content with working independently and in solitude
- Be able to plan ahead and organize in order to cover the varied needs of retreats and of retreaters

- Able to carry out physically demanding work
- Ease and ability in communication, including being open to directions and feedback
- Ability to work in an efficient and spacious manner – vision and attention to detail
- Enjoys a clean, organized, and uncluttered environment
- Flexibility with scheduling to accommodate the center’s housekeeping needs
- Initiative, comfort, and effectiveness in self-management.

## **Benefits**

- Full-time, 35 hour per week position with hourly compensation
- Daily staff meditation sittings
- Opportunity to do a supported one-month personal retreat during our annual winter staff retreat
- Free lunch on workdays
- Health care stipend
- Dental coverage after first 3 months
- Housing perks for living on the land

Confidence can sometimes hold us back from applying for a job. We at Vajrapani Institute know there is no such thing as a “perfect” candidate. Here we look for exceptional people who want to make a positive impact through their work and help create a place where they, and others, can have spiritual growth. So whatever background you bring with you, please apply if this role would make you excited to come to work every day!

## **About Vajrapani Institute**

Vajrapani Institute is located on a secluded 70 acres of land within the redwood forests of the Santa Cruz Mountains. Our purpose is to inspire deep spiritual growth by providing supportive conditions to both guests and staff members from all religious background. For over 40 years, we have been hosting retreats in the Tibetan Buddhist tradition of our founders Lama Yeshe and Kyabje Lama Zopa Rinpoche. VPI is an affiliate of the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international, non-profit organization with over 140 centers, devoted to the transmission of the Mahayana Buddhist tradition and values worldwide through teaching, meditation, and community service.