



HOUSEKEEPER

ABOUT US

Vajrapani Institute for Wisdom Culture (VPI) is a secluded retreat center located in the stillness of the California Redwoods. Our purpose is to inspire deep spiritual work by providing supportive conditions. Both retreaters and staff members from all religious traditions are nurtured by the energy of our blessed land, holy objects, and visiting teachers. VPI is associated with the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international network of over 150 centers founded by Lama Yeshe and Kyabje Lama Zopa Rinpoche.

We are looking for a warm and kind hearted person 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 hardworking, service minded and understand how his/her role serves the needs of the VPI community.

DUTIES/RESPONSIBILITIES

Our full-time 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. Duties beyond basic housekeeping may include supervising volunteers on occasion, and trips into Boulder Creek for off-site laundry, produce pick-up, post office runs or other miscellaneous duties. This is an integral role to the functioning of the center.

Core Duties

- Manage time & duties through existing systems and checklists
- Support retreaters in their working meditation practice which includes housekeeping tasks
- Clean and maintain all retreat facilities
- Create cleaning schedule for center to support shorter turn over time frames
- Attend to laundry at off-site cleaners
- Make runs into town on the way in or upon leaving Vajrapani Institute
- Inventory and stock housekeeping supplies as needed
- Assist retreaters with housekeeping requests as they arise
- Prepare for special guests such as Lamas and Rinpoches
- Be in communication with other departments about shared responsibilities

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
- * Ability to maintain contentment and joy while working independently and in solitude
- * Ability 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 centers housekeeping needs
- * Initiative, comfort, and effectiveness in self management, when needed

BENEFITS

This is a full-time, 35 hour per week position. Compensation includes \$10.50/hour, with subsidized onsite fresh cooked meals, as well as subsidized housing. Dental insurance, and health plan reimbursement up to a set amount after four months. VPI also offers incredibly competitive time off benefits, equaling eighteen (18) days paid time off by end of 1st year. There is ample opportunity to develop one's spiritual practice, including our annual Winter Retreat, when staff is supported to do a personal retreat over the month of January. The main reward for offering service at the Institute is the joy of supporting oneself and others on the path to enlightenment.

Vajrapani Institute is an equal opportunity employer and seeks diversity with respect to race, religion, ethnicity, culture, gender, age, sexual orientation, and physical abilities.