Open Position Notice

Date: April 6, 2022

Position Title: Mansion Housekeeper

Agency/Office: Aldrich Mansion

Work Schedule: Full Time

Position Requirements:

The Aldrich Mansion in Warwick, RI is currently seeking to hire a full-time housekeeper. This position will be responsible for maintaining a clean and presentable banquet venue, including worship space, meeting halls/rooms, offices, and entranceways. Duties include routinely cleaning all mansion and chapel rooms, including but not limited to, dusting, window washing, vacuuming, floor washing, and buffing. The housekeeper will also assist with event setups and breakdowns, maintain an inventory of cleaning supplies, and perform other manual tasks as required.

The ideal candidate will have previous experience performing housekeeping and/or custodial duties and capable of reading notes, instructions, directions, labels, and warnings in English. Must exhibit good judgement and the ability to work safely while using cleaning products and equipment. This person will be capable of performing a variety of physical tasks and movements such as standing for long periods of time, bending, kneeling, lifting, climbing stairs, etc.

Interested applicants should send a cover letter and resume to:
John Bittner
Director of Human Resources
Diocese of Providence
One Cathedral Square
Providence, RI 02903

or via email jbitter@dioceseofprovidence.org