

Part-Time Housekeeper

**William Butterworth Foundation
1105 8th Street
Moline, IL 61265**

Organization Background

Katherine Deere Butterworth's community involvement and philanthropy led her to establish the William Butterworth Foundation in memory of her husband. Two historic homes, once belonging to John Deere's descendants, are now operated by the William Butterworth Foundation. Butterworth Center & Deere-Wiman House serve as year-round sites for 1) quality educational and cultural events; 2) tours for local, national, and international visitors; and 3) meeting space for non-profit organizations valued at over \$300,000 annually.

Position Summary – The housekeeping staff provides a safe and clean environment that creates a welcoming impression of the site, to present a pleasant and inspirational space for guests and employees, and to preserve the historic interiors. The housekeeping staff is responsible for performing routine housekeeping duties in four buildings, prioritizing indoor maintenance and housekeeping needs, proactively assisting and completing special deep cleaning projects, assisting guests, and providing staff support.

Salary Status: Hourly, Non-exempt, part-time

Salary Range: Minimum hourly rate \$8.75

Reports to: Buildings Supervisor

Work Schedule: Tuesday – Friday, average 16 hours per week; may be adjusted to accommodate mandatory staff meeting once a month. Under 1,000 hours/year.

Job Duties:

Provide a safe and clean environment for guests and staff at Butterworth Center, Deere-Wiman House, Carriage House, and the Education Center. (60%)

- Perform general housekeeping and janitorial duties at all four buildings.
- Assist with set-up and clean-up before and after activities.

Protect and preserve historic interiors and items in the buildings using appropriate cleaning and handling techniques. (35%)

- Handle furnishings, especially historic objects, according to the William Butterworth Foundation's requirements and instructions.
- Assist in annual housekeeping, deep cleaning, and special cleaning projects at all sites.

Demonstrate hospitality towards guests. (5%)

- Respond cheerfully to guests' requests and needs.
- Answer questions regarding building use rules.

Support workplace culture - All staff work proactively and strategically to promote a positive organization culture and build an effective team.

- Promote a team atmosphere through collaboration, cooperation and clear communication.

- Strive for overall workplace success by prioritizing the mission and goals of the organization first, supporting fellow staff members/team; second, and placing individual job responsibilities third.
- Treat all people (including staff members, visitors, volunteers, and community contacts) with respect at all times.
- Seek opportunities for personal growth and improved job performance through education.
- Provide an excellent experience to the public through fielding questions about the operations, mission and history of Butterworth Center & Deere-Wiman House.
- Help visitors find the resources they need or locate an event they wish to attend.
- Work alongside staff at all Foundation community events, some of which are scheduled on weekends or evenings.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time.

Required Qualifications

- Ability to lift and carry 30 pounds.
- Ability to spend the majority of the day walking, twisting, bending, pushing/pulling, and kneeling while cleaning.
- Ability to climb ladders, reach above head, stoop, crawl, and stand for four hours.
- Strong attention to detail.
- Ability to follow written and verbal directions.
- Ability to work in a fast paced environment with multiple interruptions.
- Ability to pass background check.
- Comfort in communicating with staff and guests.
- Dependable transportation.
- Flexibility to adapt to schedule and duty changes.
- Willingness to learn Google Mail and Calendar.

Ideal Candidate Strengths/ Preferred Qualifications

- Five years of experience in housekeeping in an historical, residential, or commercial setting.
- Strong commitment to personal lifelong learning and a willingness to support other staff in that goal.
- Familiarity with Google Mail and Calendar; additional computer skills a plus.

Working Environment

- Office environment in historic space
- Outdoor environment extremes

Required Education/Experience

- High School diploma/GED.
- In lieu of diploma/GED, 2 years of janitorial experience.

To Apply

Submit a cover letter, resume, and contact information for three professional references to: Jan Stoffer, Director of Operations & Administration, at hr@butterworthcenter.com or, stop by Butterworth Center, 1105 8 Street, Moline, Illinois (between 8:00a to 5:00p) to complete an application. Applications accepted until February 6, 2017.

For more information about the William Butterworth Foundation, visit www.butterworthcenter.com.