



POSITION OPENING

Title: Housekeeper

Compensation: \$26.50 per hour, average of 16 hours per week

Classification: Part-time, hourly.

Location: Clinton, WA (Whidbey Island)

Application deadline: Priority submission is February 5, 2024. Position open until filled.

To Apply: Complete this [Application Form](#).

WHO SHOULD APPLY

You are reliable and excited to join a small, adaptive housekeeping team. You have residential and/or commercial cleaning experience, or a willingness to learn. You are self-motivated and approach your work with care and attention to detail. You have flexibility in your schedule, and can work some weekends, evenings, and holidays.

KEY RESPONSIBILITIES AND ROLES

The housekeeping team works to maintain cleanliness, beauty and guest comfort at the Whidbey Institute:

- Provide a clean and welcoming environment for guests of the Whidbey Institute, with hospitality at the forefront.
- Complete cleaning tasks in accordance with the master cleaning schedule, developed by the housekeeping team in conjunction with other team members.
- Launder, fold, and iron sheets and towels.
- Recycle in accordance with established practices.
- Communicate with other team members, including coordinating weekly schedules, updating others about challenges or arising issues needing attention, and working together to maintain and improve the facilities cleanliness and hospitality.
- Be highly attentive to detail and proactively problem-solve.

You may experience the following physical demands for extended periods of time:

- Walking, including walking up and down hills and stairways.
- Standing while ironing.
- Bending, reaching, kneeling.
- Working on a ladder.
- Exposure to a wide range of cleaning products.

ABOUT THE WHIDBEY INSTITUTE

The Whidbey Institute is a home for transformational learning and a 501(c)(3) educational nonprofit. Our mission is to nurture the conditions for transformational learning, and our purpose is to be a Place for those called by the responsibility and transformative potential of these times.

We partner with a network of program leaders working in the areas of generative leadership, ecosystem vitality, community resilience, and more to offer one-day and multi-day workshops, conferences, and retreats. Our 106-acre conservation forest campus on South Whidbey Island is open to the public and features integrated gardens and a four-mile trail network.

The Whidbey Institute is committed to the principles of equal opportunity. Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

ORGANIZATION AND CULTURE

In response to the world's need for systems that liberate more human energy for the work that matters most, we have grown into a unique (and rather remarkable!) self-managing structure. You can read more about our journey to this structure [here](#). We invite applicants with experience or interest in self-organization and distributed leadership who are willing to learn new ways of organizing how we work together.

Our system relies upon each of us within the organization to sense and respond to challenges, tensions, and opportunities with creativity, resourcefulness, and whole-hearted presence. We value open communication, inclusivity, and equity. There may be a steep learning curve, and you may have many of your assumptions about organizational life challenged. We look for team members that are invested in further developing their interpersonal skills, and are committed to self-reflection and continuous improvement in their work.

COMPENSATION AND BENEFITS

This is a part-time, hourly position. Starting wage is \$26.50 per hour. Schedule will average 16 hours per week.

The benefits package includes paid vacation/paid holidays/paid sick leave, a paid winter break, a sabbatical policy, professional development stipend, and subsidized attendance to Whidbey Institute offerings.

We are in the process of increasing pay and expanding our benefits package, and are committed to doing so in a way that equitably increases pay/benefits for all our staff, not just executive leadership. We recognize that because these changes have not yet been finalized, our current compensation package is a work in progress.

TO APPLY

Priority submission deadline is February 5, 2024. Applications will be reviewed and considered on a rolling basis with interviews anticipated to start mid-February.

In order to be considered, please fill out the [application form](#).

HIRING PROCESS

The hiring process will be as follows:

1. **Short initial phone conversation** with the Housekeeping Lead, Nicholas Jackman.
2. **First-round interview** with the hiring committee.
3. **Second-round interview** if need be.
4. **Reference checks** for the top 1-3 candidates.

5. **Hiring decision** by mid March, with the goal of a March/April start.