



Job Description: Housekeeper

Position Title: Housekeeper

Location: Buddhist Fellowship (BF)

Reports to: Housekeeper, Coordinator

Commitment: Weekly, monthly, or as needed (especially before/after events)

Overview:

As a Housekeeping volunteer, you help ensure that BF remains a clean, welcoming, and conducive environment for practice and community activities. This role includes light cleaning tasks, tidying up shared spaces, and supporting general upkeep to reflect the care and respect we hold for the Dhamma and the space we share.

Key Responsibilities:

- Perform general cleaning of premises on a weekly or monthly basis.
- Assist with pre- and post-event cleaning, including sweeping, wiping surfaces, and emptying bins.
- Help maintain cleanliness in common areas such as toilets, pantry, and main hall.
- Report any damages, cleanliness concerns, or supply shortages (e.g., cleaning materials).
- Support special deep-cleaning days, especially before major events like Vesak or retreats.

Requirements:

- Willingness to serve in a humble and supportive role.
- Physically able to do light cleaning tasks (bending, wiping, lifting light items).
- Punctual and reliable.
- Attention to detail and pride in keeping a space clean.
- Respectful of the spiritual nature of the space.

Benefits:

- Contribute to a clean, harmonious space that supports practice and community.
- Develop mindfulness through simple acts of service.
- Be part of a supportive and values-driven volunteer team.
- Experience the joy of serving quietly behind the scenes.