



**STAFF VACANCY
STILLPOINT HOUSE OF PRAYER (BURNSTOWN)**

The Congregation of the Sisters of St. Joseph in Canada are united by a passion for Justice, Compassion and Love. Our people-centered organization leads with care, respect, and compassion. Our employees benefit from a small, supportive atmosphere and have the opportunity to advance the inspirational mission, vision and values of the Congregation throughout their daily work.

The Congregation of the Sisters of St. Joseph in Canada are currently seeking an experienced and dynamic individual to fill a position vacancy as a:

**HOUSEKEEPER
Casual Position
Starting Rate \$24.82/hr**

Position Summary: Reporting to the onsite Administrator, the Housekeeper is responsible for maintaining a clean, well-cared for and peaceful environment at Stillpoint House of Prayer. Stillpoint is a five-bedroom retreat home with two independent one-bedroom apartments, providing a quiet space for individuals and groups seeking rest, reflection and retreat.

The successful candidate will take pride in their work and demonstrate care, attention to detail and intentionality in maintaining the retreat spaces. Working as part of a small and supportive team, the Housekeeper will work independently to complete established cleaning routines and prepare guest rooms and common areas for retreatants.

Key Responsibilities Include:

- Following established procedures, provided cleaning lists, and instructions.
- Cleaning and prepare bedrooms, bathrooms, dining room and common areas.
- Changing and laundering towels and prepare linens for laundry pick-up service and make beds according to procedures.
- Vacuuming, sweeping, mopping and dusting; clean high-touch surfaces; and empty garbage and recycling.
- Ensuring spaces are organized, comfortable and ready for guests.
- Completing room and house turnover cleaning based on retreat bookings and operational needs.
- Completing seasonal and deep-cleaning projects, including spring and fall cleaning and window cleaning.
- Occasionally assisting with outdoor duties, including watering plants, weeding gardens and general outdoor upkeep.
- Using cleaning equipment and products safely and appropriately.

Qualifications:

- Previous experience in housekeeping, cleaning or a related field is an asset.
- Demonstrated attention to detail and pride in maintaining a clean and orderly environment.
- Ability to work independently, follow instructions and complete assigned tasks with minimal supervision.
- Reliable, responsible and conscientious, with a strong work ethic.
- Physically capable of performing the duties of the position, including lifting and carrying baskets of towels and linens, standing for extended periods, bending, reaching and moving between floors using stairs.
- Ability to safely perform cleaning duties and use cleaning equipment and products.
- Flexible availability, including the ability to work some weekends, depending on retreat bookings and operational needs.
- Must have reliable transportation to and from Stillpoint House of Prayer in Burnstown, Ontario.

- Must be able to communicate in English as to be understood effectively by coworkers.
- Ability to work respectfully and cooperatively as part of a small team.
- A genuine appreciation for creating a welcoming, peaceful and well-maintained environment for guests is an asset.

Work Environment: Stillpoint House of Prayer is a peaceful retreat home situated in a natural setting. Located on 6 acres on the Madawaska River and operating in a fully restored 19th century home, the work environment is quiet and inspiring.

Availability: This is a casual position and hours scheduled will be on an as-needed basis, dependent on retreat bookings and seasonal cleaning requirements. The position is well suited to an individual seeking flexible work who can provide availability when cleaning and room turnover are required. Weekend and occasional short notice availability may be required.

The Housekeeper will become an important part of a small team committed to providing a warm, clean and hospitable environment for retreatants. We are looking for someone who takes genuine pride in their work and approaches cleaning with care, attention and intentionality.

We are interested in hearing from candidates whose experiences reflect our commitment to inclusion, equity and belonging. Please highlight how your background may contribute to this dynamic.

Please submit your cover letter and resume in one document (word or PDF) by 4pm, August 31, 2026 by email to:
careers@csjcanada.org

We are committed to providing a fully accessible candidate experience. If you require accommodation for interviews or throughout the recruitment process, please contact careers@csjcanada.org

While all applications are appreciated, only those selected for an interview will be contacted.

Artificial Intelligence (AI) is not used in the candidate selection process.