



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Employment Announcement: Housekeeper, Pocantico Center

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regards to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in three pivotal places: China, the Western Balkans, and Central America. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

About The Pocantico Center

Once home to the Rockefeller family, The Pocantico Center's verdant campus in the scenic hills of the Hudson Valley has been host to some of the most influential leaders, thinkers, and creative minds of the last century. Today, Pocantico is the community-facing extension of the Rockefeller Brothers Fund's philanthropic mission to advance social change that contributes to a more just, sustainable, and peaceful world. Through a robust slate of programming—including conferences for nonprofit and policy leaders, artist residencies, tours, performances, and educational programs for the community—Pocantico continues to bring together people from near and far to learn, share, and imagine a better future.

Position Summary

The Rockefeller Brothers Fund seeks a Housekeeper for The Pocantico Center to perform general housekeeping duties that will ensure the care and upkeep of all buildings on the estate. The incumbent will also provide occasional supervision of the part-time housekeeping staff. They will be responsible for hospitality tasks such as guest check-ins and ensuring that high standards of the Historic House Museum field are maintained.

This position reports to the Coordinator of Housekeeping Services.

The starting salary for this role is \$40,000.

Key Responsibilities

Housekeeping Services

- Maintain cleanliness to the highest standard of care for all areas, including guest rooms, common areas, and museum spaces.
- Partner with part-time cleaning staff to ensure that all assigned tasks are successfully completed.
- Prepare bedrooms for use by conference participants (conferees) and residents, which includes stocking supplies such as shampoo, soap, toilet paper, etc.
- Change sheets and towels after conferees and residents depart and clean assigned areas.
- Wash, dry, iron, and store laundry.
- Perform routine cleaning of the Pocantico Center, as needed, including cleaning silver and urns.
- Assist in maintaining inventory of all household supplies, linens and towels, and conference supplies for guest bedrooms. The supplies include reusable water bottles, beer, wine, and soda for sitting rooms. Dispense as needed.

Hospitality Tasks

- Check-in guests, as assigned.
- Assist catering staff during receptions.
- Perform miscellaneous hospitality tasks and report problems as they arise.

The incumbent will perform all other duties assigned by the Coordinator of Housekeeping Services.

Qualifications

- Knowledge of general housekeeping practices.
- Willingness and ability to learn new methods and techniques for the care of objects and other furnishings.
- Ability to clean and handle delicate objects throughout Kykuit, the Coach Barn, the Breuer House, and other buildings on the property, as needed.
- Ability to maintain a flexible work schedule, including occasionally being available after business hours and on weekends.
- Ability to communicate effectively and professionally with staff and guests.
- Demonstrated ability to work independently and manage multiple projects simultaneously.
- Experience supervising staff due to the expectation of occasional oversight of assigned part-time housekeeping staff.

Education and Experience

- High School Diploma or its equivalency with at least a year of housekeeping experience, including an understanding of general cleaning techniques and products.

Expectations of All Positions

Each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Advance diversity, equity, and inclusion efforts in core responsibilities and institution-wide efforts.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and points of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness opportunity in all work relationships.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. The RBF is committed to becoming an anti-racist and anti-sexist institution (read more here). We offer a competitive salary based on the responsibilities of the role, a generous benefits package, and a pleasant work environment.

This role is expected to report to work at The Pocantico Center (200 Lake Road, Tarrytown, NY) unless noted otherwise.

To apply, please send a cover letter explaining your interest in the position and qualifications along with a resume to recruiting@rbf.org. Include Housekeeper in the subject line of your email. No telephone or fax inquiries, please. The application deadline is **June 10, 2022**.

For additional information please visit our website at www.rbf.org.