



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 regard 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 two pivotal places: China and the Western Balkans. 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

In addition to overseeing the stewardship of the historic buildings, collections and gardens, The Pocantico Center is a venue for conferences and meetings on critical issues related to the mission of the RBF. It also serves as a community resource and offers public access through a visitation program, lectures, and cultural events, as well as support to artists and arts organizations in the greater New York City area. Located 20 miles north of Manhattan in the Pocantico Historic Area, The Pocantico Center is managed by the Rockefeller Brothers Fund as part of its agreement with the National Trust for Historic Preservation.

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 overnight housekeeping staff. S/He will be responsible for hospitality tasks such as guest check-ins and will help ensure that the high standards of a historic house museum are maintained.

Key Responsibilities

Housekeeping and Hospitality Services

- Clean all areas to ensure that rooms, common-, and museum spaces, meet the highest standards of care.
- Work with, and assist, part-time cleaning staff to ensure that all assigned tasks are successfully completed.
- Prepare bedrooms for use by guests, which includes stocking supplies such as shampoo, soap, toilet paper, etc.
- Change sheets and towels after conferees depart, and clean assigned areas.
- Wash, dry, iron, and store laundry.
- Perform routine cleaning of the Pocantico Conference Center, as needed.
- Clean silver and urns at the Pocantico Conference Center.
- Check-in guests, as assigned.
- Assist catering staff during receptions, as assigned.
- Assist in maintaining adequate and proper inventory of all household supplies and dispense as needed, including: linens and towels; conference supplies for guest bedrooms, including folders; and beverages and refreshments for common spaces.
- Perform miscellaneous hospitality tasks, which may include providing ad-hoc customer service to guests and reporting 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 expectation of occasional oversight of assigned part-time Housekeeping staff.

Additionally, 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.
- Appreciate the value of diversity initiatives and equal opportunity in all work relationships.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.

- Appreciate differences in perspectives and point 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.

Education

- High school diploma, or its equivalency, with at least a year of housekeeping experience.

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. We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to recruiting@rbf.org. Include 'Housekeeper, The Pocantico Center' on the subject line of your email. No telephone or fax inquiries please. Application deadline is **March 13, 2020**.

Rockefeller Brothers Fund
Attn: Human Resources – Housekeeper, Pocantico Center
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For additional information please visit our website at www.rbf.org.