SISTERS OF SAINT JOSEPH
CENTER FOR SPIRITUALITY

SSJ Sisters of Saint Joseph™
CHESTNUT HILL • PHILADELPHIA

Sisters of Saint Joseph Center for Spirituality
Support Staff Job Description

The Center for Spirituality in Ocean Grove is seeking a part-time addition to our team. Responsibilities include assisting with meal preparation, washing dishes, assisting with food storage, and keeping the facility clean and safe.

This is a part time, seasonal position. Weekly scheduling will be determined by the needs of the Center, averaging between 20-29 hours weekly as needed.

Duties are varied but may include the following:

- Meal prep: prepping ingredients for use by the chef; preparing salads; prepping breads, sides, and desserts
- Cleaning: Sweeping and mopping floors, daily after meals and as needed; hand-washing pots and pans and running the automatic dishwasher; monitoring trash cans and disposing of trash and recycling from the kitchen and dining rooms daily during retreats
- Food Storage: assisting with storing leftover foods; assisting with the monitoring of food and non-food kitchen inventory; assisting with meeting and unloading of deliveries
- Housekeeping: Performing all cleaning and housekeeping needs in public areas on first floor, basement, and lounges on the second, third and fourth floors; preparing guest rooms: monitoring and stocking supplies (soap, cups, paper products, linens, clean trash bags); making beds; cleaning, as necessary, including cleaning and sanitizing bathrooms; vacuuming and dusting furniture, windows, blinds in guest rooms and all public rooms (chapel, conference room, dining room, library, and art room); mopping floors in the kitchen, dining room, hallways and entryways; performing specific housecleaning tasks as directed.

Qualifications:

- Ability to work shifts, which may vary week to week
- Willingness to work weekends and some public holidays, as needed
- Flexibility in moving from task to task as needed to accommodate retreat sechdule
- Dependability is critical since this is a fast paced environment during retreat seasons

Interested, qualified candidates should send resume and Cover letter to Pat Harrington, Director of Human Resources at pharrington@ssjphila.org by Friday, July 3, 2026.