

The House Assistant Manager assists the House Manager of Shalom in general everyday tasks. Provides assistance and support to the Wellness Activities Team. Transports Sisters to non-medical destinations such as stores and restaurants. Supports and participates in common teamwork.

Full-time: Monday - Friday 9am-5pm.

The ideal candidate will have the following:

- Experience in janitorial or general housekeeping
- Ability to drive and acquire directions
- Ability to provide assistance and support to the Wellness Activities Team
- Follow a schedule so that daily, weekly, monthly duties are reasonably covered
- Understand safe and appropriate use of standard cleaning chemicals
- Ability to use standard appliances and equipment
- Ability to communicate courteously and effectively in person and on the telephone
- Basic understanding of IT: operating a computer, accessing the internet, and operating a smart tv
- Demonstrate good judgment and common sense
- Respect confidentiality
- Be flexible in work performance assignments
- Ability to lift, push, pull objects weighing up to 50 pounds
- High School Diploma or GED required
- Valid PA Driver's license'

If interested, please send resume or letter of experience to Laurie Jacobs at [jobs@medicalmissionsisters.org](mailto:jobs@medicalmissionsisters.org).

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