

## **RECTORY HOUSEKEEPER**

### **POSITION SUMMARY**

Provides cleaning and laundry services for persons living in the rectory. Responsible for maintaining a clean, sanitary, comfortable and tidy environment by providing housekeeping duties, including vacuuming, dusting, mopping, and polishing. Responsible for food shopping and running errands (i.e., pick up dry cleaning).

**REPORTS TO:** Rector/Administrator and/or designee

**CLASSIFICATION:** Non-exempt, part-time (three days per week, six hours per day)

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

- Vacuum hardwood floors and carpets
- Sweep, mop, polish, and wax floors
- Clean toilets with toilet brush and chemicals
- Wash soiled clothes and linens
- Place fresh linens on beds once a week
- Wash, fold, and stock towels
- Sort, fold and deliver clean laundry
- Scrub stains, mold, and mildew from surfaces
- Empty wastebaskets and take out trash
- Wash dishes and put dishes away in cupboards
- Wipe down appliances
- Disinfect equipment and supplies
- Clean upholstered furniture and drapes
- Dust tables, wood surfaces, and shelves
- Clean and dust window treatments

### **QUALIFICATIONS AND SKILLS:**

- Experience in housekeeping and laundering
- Fluent in English
- Ability to understand and follow directions
- Ability to recognize and honor matters requiring strict confidentiality
- Working knowledge of cleaning chemicals, disinfectants, and machines
- Ability to lift, push and pull required loads
- Demonstrated respect for the teachings and traditions of the Roman Catholic faith
- Must have car and a valid New York State driver's license for errands and food shopping; mileage reimbursement included