

RECTORY HOUSEKEEPER

POSITION SUMMARY

Provides cleaning and laundry services for persons living in two separate residences. 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 (26 hours per week; with diocesan benefits package)

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 (and iron various 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
- 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

Last revised 10/2017