

PARISH:

POSITION TITLE: *Housekeeper*

NAME:

REPORTS TO:

DATE:

GRADE:

The following list of major duties and responsibilities does not necessarily represent any one job. It is a compilation of the diversity of job duties fulfilled by many people who have a job title similar to that of *Housekeeper*. It is not an expectation that any one person necessarily fulfills all of these duties. It is also recognized that there may be elements of this job which are not included in this checklist. Parishes are encouraged to create individual job descriptions, using this checklist as a normative guideline in this effort.

I. POSITION PURPOSE

The purpose of this position is to provide cleaning, cooking and laundry services for persons living in the rectory.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Assures the cleaning of the rectory. This is accomplished by dusting, sweeping, mopping, waxing and vacuuming the rectory. The Housekeeper develops cleaning schedule to assure rectory is maintained in an orderly manner.
- B. Assures the preparation of meals for persons living in the rectory. The Housekeeper plans meals, shops for and purchases food, prepares meals and cleans kitchen. Collaborates with pastor in determining meal schedule and budget for food.
- C. Assures laundry for the pastor is washed, dried and dry cleaned as appropriate.
- D. Oversees the purchase and ordering of household supplies for the rectory. The Housekeeper prepares list of supplies needed and makes purchases as authorized by the pastor or his delegate.
- E. Serves as receptionist for the rectory. The Housekeeper answers the phone when pastor is absent, greets visitors and provides information and referral to persons needing assistance.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____