

PARISH:

POSITION TITLE: *Housekeeper*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

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

II. ESSENTIAL POSITION DUTIES:

- 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: _____