

# DIOCESE OF SACRAMENTO JOB DESCRIPTION

|   |
|---|
| <b>PARISH:</b><br><b>POSITION:</b> Parish Housekeeper / Cook<br><b>CLASSIFICATION:</b> Non-Exempt<br><b>SCHEDULE:</b> |
|---|

**SUPERVISOR:** Pastor and Pastoral Associate

## **ESSENTIAL FUNCTIONS:**

### **Definition:**

Under the supervision of the pastor or his delegate, to provide housekeeping support in the rectory.

### **Examples of Duties:**

Clean, vacuum, dust, and polish rectory facilities and furnishings; provide laundry services; purchase grocery and household supplies; may provide cooking services.

## **MINIMUM QUALIFICATIONS:**

Knowledge of: Cleaning methods; basic nutrition, food preparation and menu planning; English language.

Ability to: Provide physical labor in housekeeping situation; operate housekeeping appliances; organize household duties; stay within budget; drive a car; lift and carry 25-30 pounds; make beds; prepare shopping list; maintain confidentiality; work well with others; work independently.

Skills: Light and moderately heavy cleaning, cooking, shopping, laundry, ironing.

Experience: No experience required.