

POSITION DESCRIPTION

Title: HOUSEKEEPER

Status: Non-Exempt

Reports to: Pastor

Interested Applicants please send your resume to:
Rectory Office: Fr. Raymond Tyohemba, VC
Saint Finn Barr Parish
415 Edna Street
San Francisco, CA 94127
E-mail: Tyohemba.Raymond@sfarch.org
Contact Phone 415-333-3627 [Mon – Thurs, between the hours of 9 am - 4 pm.]

GENERAL DESCRIPTION

Provides cleaning and laundry services for persons living in the rectory. This is a part-time position working one (1) day a week, for four (4) hours.

POSSIBLE JOB RESPONSIBILITIES

1. Cleans the rectory by dusting, sweeping, mopping, and vacuuming. Develops a cleaning schedule to ensure rectory is maintained in an orderly manner.
2. Provides laundry services for persons living in the rectory. Washes, dry clothing and Linens and arranges for dry cleaning as appropriate.
3. Prepares list of household cleaning supplies needed for the rectory.
4. May serve as receptionist for the rectory. Answers phone when the pastor is absent. Greets visitors and provides information and referral to persons needing assistance.

NECESSARY QUALIFICATIONS

1. Successful work experience in completing a cleaning plan, including sweeping, Dusting, washing.
2. Ability to honor and maintain confidentiality.
3. Ability to work flexible hours.
4. Good public relations skills for directing those who call or visit the rectory.
5. Excellent organizational skills.
6. Ability to manage time and work independently.

JOB REQUIREMENTS

1. Cell phones should be turned off when working

2. Is accurate, thorough, and efficient. Have a positive attitude and flexibility to perform out-of-the-ordinary job tasks.
3. Must be able to work without supervision.
4. Must be able to maintain regular and consistent attendance. Reports to work on time, maintain a stable work attendance record, and timely and accurately completes employee timesheets.
5. May be required to provide own transportation for job-related responsibilities.

Physical Demands/Work Environment

Must be able to:

1. Use strength to lift items needed to perform the functions of the job.
2. Stand for required periods.
3. Have the ability to prioritize demands, juggle multiple tasks.
4. Work under the pressure of meeting multiple demands
5. Politely manage numerous interruptions, more often generated by the public.

Language Skills

1. Must have an adequate command of the spoken English language to be able to communicate both internal and external customers effectively

Education

High School Education or Equivalent
Valid Driver's License

This job description shall not be construed as declaring what all the specific duties and responsibilities are. It is not intended to limit or in any way modify the right of the owner to assign, direct, and/or control the work of employees under her supervision.

The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.