

Church of the Presentation
RECTORY HOUSEKEEPER AND COOK

SUPERVISOR: Administrator **CLASSIFICATION:** Non-Exempt

COMPENSATION: This position is part-time (20-25 hours per week). Non-exempt. The regular work week schedule for the position is Monday through Friday, with weekend and non-office hours as assigned. Salary ranges from \$18.00 to \$20.00 hourly.

I. POSITION PURPOSE

The purpose of this position is to provide overall management of the rectory household.

II. MAJOR DUTIES AND RESPONSIBILITIES

- Prepares and provides rectory meals as arranged by resident clergy, including special events, which could be lunch or dinner.
- Shops regularly to maintain stock of healthy and delicious food for hungry priests, communicating with priests as to their personal preferences and/or dietary needs. Works with supervisor to plan and assure compliance with budget.
- Launders clothes for clergy once per week, irons, and dry-cleans as necessary.
- Cleans the rectory weekly and develops a cleaning schedule to ensure rectory is maintained in an orderly manner.
- The Housekeeper prepares a list of household supplies needed for the rectory and works with facilities to ensure stock is maintained.
- Informs facilities on any rectory maintenance and/or improvements needed as they are discovered.
- Perform other duties as specified in weekly work schedule and as needed.
- This position requires the ability, in various amounts of time, to walk, stand, reach, bend and carry bags of groceries and other items. Ability to lift 25 pounds.

III. EXPECTED QUALITIES AND QUALIFICATIONS

- Baptized member of a Catholic parish faith community.
- Commitment to the mission of the parish.
- High school graduate or equivalent.
- This position requires the ability, in various amounts of time, to walk, stand, reach, bend and carry bags of groceries and other items. Ability to lift 25 pounds.
- May be required to complete and pass a pre hire physical.
- Excellent written and oral communication skills.
- Ability to work independently and meet deadlines.
- Demonstrated ability to recognize and honor diversity within the parish community. Able to honor and maintain confidentiality.
- Must receive live scan clearance and complete Shield the Vulnerable Training prior to employment.
- Valid California driver's license and provide evidence of automobile insurance.
- Able to work flexible hours, including some evenings and weekends.