

Archdiocese of Los Angeles
Our Lady of the Assumption Parish
Rectory Cook / Housekeeper

Department: Business Office

Supervisor: Business Manager

Employment Status: Non-Exempt, Part-time

Salary Grade: Hourly

Position Summary:

Performs various cleaning duties to ensure offices, priests' rooms, guest rooms and other rooms are maintained in a clean and orderly condition. Provide cooking and laundry services for persons living in the rectory and on occasion, guests.

Duties and Responsibilities

As a representative of the Roman Catholic Church, there is the expectation that the Rectory Cook / Housekeeper will conduct one's self according to the goals and mission of the Church and to strive for the pastoral values of the Archbishop of Service, Stewardship, Communication and Excellence.

The following tasks are considered essential functions of the position. To perform the job successfully an employee must possess the abilities and aptitude to perform each duty proficiently.

- Collaborates with pastor in determining meal schedule, special meals and budget.
- Plans meals, shops and purchases food.
- Prepares meals, including meals for large groups of guests, upon request.
- Cleans the rectory kitchen, restrooms, offices, priests living quarters.
- Develops cleaning schedule to assure rectory is maintained in an orderly manner.
- Washes clothes and linens, folds and puts away; irons as necessary; coordinates dry cleaning services; Performs simple repairs on clothes or linens such as sewing on buttons, sewing split seams.
- Purchases and/or orders household supplies for the rectory.
- Changes bed and bathroom linens weekly. Makes beds daily.
- Answers the rectory telephone, greets visitors and provides information and referral to persons needing assistance.
- Performs related duties as required.

Minimum Qualifications

Education and Experience

- Experience in meal preparation, including meal planning and purchasing food and household supplies.
- Experience in household cleaning.

Knowledge, Skills and Abilities

Knowledge of:

- Basic cleaning skills
- Appropriate use of commercial strength cleaning chemicals.
- English reading skills sufficient to read, write and follow instructions.

Ability to:

- Work flexible hours.
- Maintain confidentiality.
- Operate household cleaning equipment.
- Maintain confidentiality.
- Lift up to 25 lbs.
- Perform tasks requiring frequent reaching, bending and stooping.
- Stand and walk for sustained periods of time.