

St. John the Baptist

Position Description

Title:	Rectory Housekeeper & Cook
Reports to:	Pastor
Direct Reports:	None
Provides Work Direction to:	Volunteers, maintenance staff
Receives Work Direction from:	Pastor & Parochial Vicar
FLSA:	Non-exempt
Hours:	10-15 hours per week; daytime and evening.
Schedule:	Monday – Friday, daytime hours; 1-2 evenings per week, preparing and serving dinner at the rectory. An occasional weekend event is possible.
Benefits eligible:	No
Last revision:	December 15, 2017

Job Purpose: To coordinate and prepare meals for those living in the rectory and guests, and carry out all housekeeping responsibilities in the rectory.

Statement on Working for the Catholic Church: Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, nor can it embarrass the Church or give rise to scandal. It is preferred that this employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

Representative Responsibilities

Note: The following responsibilities denoted with an asterisk () are essential functions.*

1. *Coordinate the ordering of food products and the purchasing of food and cleaning supplies for use in the rectory. Prepare list of needed items and do the grocery shopping. (Mileage will be reimbursed.) Work with administrator and/or bookkeeper as needed in approving all invoices related to the purchase of items for rectory use.
2. *Plan for and prepare dinners or other meals requested by the pastor and/or parochial vicar. Evening dinners are typically one or two per week. Occasionally there will be other meals or events with invited guests that will require food planning and preparation.
3. *Keep rectory clean by doing all housekeeping chores including but not limited to laundry and cleaning of all rooms in the house.
4. *Be available to assist guests staying in the rectory, as directed.

Other Responsibilities

***To be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

***Organize, prepare and maintain files and information.** Gather information from fax, email and other sources, ensure all information has been received, follow up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.

***Maintain and improve work knowledge and skills** such as understanding requirements and work procedures, purpose of work completed.

***Meet all communication requirements** including interpersonal skills with parish and school employees as well as visitors, guests, school families, and parishioners. Includes keeping superiors and appropriate others informed.

***Help create a productive environment** where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

*Maintain appropriate levels of confidentiality of all work information.

Other Responsibilities: includes other responsibilities identified as needed by the employee and approved and/or assigned by supervisor or pastor.

The responsibilities listed above are representative of the job and are not inclusive. Those preceded by an asterisk () are essential job functions.*

Qualifications & Requirements of Position

Date: December 15, 2017

Title: Rectory Housekeeper & Cook

Qualifications

1. High school graduate.
2. Experience and interest in this type of work.
3. Demonstrated ability to prepare and present food that is properly cooked, nutritious and appealing.
4. Must be able to pass background check.

Mental Demands

1. Ability to plan, organize, and meet deadlines and to manage multiple concurrent tasks.

2. High level of organizational skills and ability to work under pressure and with interruptions.
3. Enthusiastic, self-motivated and able to work without supervision, but obtain direction when needed.
4. Strong interpersonal skills.
5. Understand the importance of confidentiality.

Physical Demands

1. Able to climb stairs.
2. Work 10-15 hours per week, including 1-2 evenings; weekend hours as needed and as available.
3. Safely move furniture for cleaning purposes; ask for help when needed.
4. Able to lift up to 20 lbs. (cooking equipment, food and cleaning supplies, furniture, etc.) using proper technique.
5. Satisfactorily pass a pre-employment physical.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature _____ Date _____

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature _____ Date _____