

DIOCESE OF ERIE
Saint Mark Catholic Center
Position Profile

Job Title: Housekeeper
Department: Maintenance
Location: Erie (SMCC)
Reports to: Maintenance Supervisor
Cabinet: John Dey
Classification: Hourly
FLSA: Non-Exempt
Status: Full-Time
Budget: 00538
Date Created: 10/17/2019

Job purpose

Comply with the needs of overall cleanliness and miscellaneous service to St. Mark Catholic Center. Of primary concern is maintaining the cleanliness of the public areas in the building including kitchen areas and conference rooms. Will also assist in setting up functions as necessary.

Duties and responsibilities

- Clean and provide individual kitchens/conference rooms in all areas with paper products, coffee, tea, dairy supplies, and pop.
 - Stock and clean all kitchens once/week
 - Stock and clean all conference rooms three times/week
 - Stock and rotate pop room coolers weekly
 - Stock and clean deacon wing bedding and towels
- Supply janitor's chapel closets only with trash bags, cleaning cloths, cleaning supplies and paper products for bathrooms.
- Purchase tablecloths, dish towels, serving utensils, knives and coffee pots as necessary.
- Special functions preparations: (breakfast, lunches and dinners as required)
 - Supply tablecloths, coffee, paper products, pop, ice, water and condiments.
 - Assist with setup
 - Serve and replenish supplies for function as necessary.
 - Clean up areas after function and package leftovers with department help.
 - Meet with prospective organization leaders to familiarize them with the areas available for meetings, capacity and supplies available.
 - Prepare items for outside functions (pop, paper products, coffee supplies and tablecloths)
- Performs other duties as assigned by supervisor.

Qualifications

Education and experience:

A minimum of a high school education, and five years' experience in housekeeping, and excellent employment references and successful results obtained by participation in a thorough background screening are essential elements for this position.

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Skills:

- Ability to view their work as a ministry to those with whom they have daily contact.
- Absolute confidentiality and respect for the privacy of priest and seminarian living areas is a condition of continued employment in this position.
- Must be able to prioritize work and handle multiple tasks simultaneously with minimal supervision.
- Ability to do heavy lifting, stretching and bending.
- Ability to use the washer, dryer and mangle in the laundry area.
- Knowledge of cleaning materials and proper use.

Working conditions

Work may involve traveling to and from store to get supplies
Must have a valid PA drivers' license

Physical requirements

This position requires the ability to lift 20 pounds, as well as go up and down stairs;

Direct reports

Maintenance Supervisor

Approved by:	
Date approved:	
Reviewed:	

Incumbent Name (Please Print)

Incumbent Signature

Date