St. Teresa Church
Union City, Pennsylvania

Position Profile

Title: **Housekeeper**
Incumbent:

Reports to: Pastor

Approved by:
Rev. Matthew J. Strickenberger
Pastor

Incumbent Signature:

Date: January 24, 2022

I. **OBJECTIVE:**

To perform cleaning and laundry services at the Parish Rectory and Office. To provide a clean and safe environment for the people who have access to the Parish Office, as well as for the resident Pastor and all guests.

II. **RESPONSIBILITIES:**

The essential functions of the position include, but are not limited to, the following:

- Clean and vacuum all rooms of the Rectory and Parish Office.
- Remove all garbage.
- Clean hardwood floors.
- Clean Pastor’s residence and all guestrooms.
- Wash, fold, and iron Pastor’s laundry, including bed linen and kitchen/dining room linen.

Full list of responsibilities and duties to be performed is attached.

III. **QUALIFICATIONS:**

**Education:**

High school education.

**Experience:**

Previous professional experience in cleaning arena is recommended.
IV. COMPETENCIES:

1. Confidentiality. Failure to keep confidentiality is cause for immediate termination.
2. Ability to view their work as a ministry to those with whom they have daily contact.
3. Honest and trustworthy.
4. Basic knowledge in areas of cleaning and housekeeping.
5. Physically able to perform duties as requested and as defined in Section II above.
6. Demonstrate an awareness of job safety at all times.

V. PHYSICAL CAPABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work includes frequent standing, walking, reaching, kneeling, crawling and climbing stairs. Finger dexterity required to manipulate objects, tools and/or controls. The employee must occasionally lift and/or move more than 25 lbs.

VI. CLEARANCES AND REFERENCES:

All applicants MUST obtain Act 33 Clearances (Pennsylvania State Police Criminal Record Check) and Act 34 Clearance (Pennsylvania Department of Public Welfare Abuse History Clearance) as this position may require contact with children under the age of 18. Fees for these clearances will be paid by the applicant.

All applicants MUST read and sign the Diocese of Erie Policy for the Protection of Children, promulgated June 16th, 2003.

VII. HOURS, COMPENSATION, AND BENEFITS:

10 Hours per week, preferably on Monday for Rectory and Friday morning for Parish Office. Additional hours may be available.

Salary for this position is $12.00 an hour, paid twice per month.

Benefits per calendar year, non-accumulating and following the probationary period, are as follows:

- Vacation Days – 4
- Sick Days – 1

VIII. PROBATIONARY PERIOD:

A probationary period of 60 Days is in effect from the date of hire. At the end of 60 days, a formal evaluation of job performance will be conducted.

At that time, employment will either be terminated or sustained with the above mentioned benefits taking full and immediate effect.

The Pastor reserves the right to terminate employment at ANY time during the initial 60 Day Probationary Period, if the needs of St. Teresa Church are not adequately being met.
CLEANING PROCEDURES FOR RECTORY AND PARISH OFFICE
January 24, 2022

Vacuum
- All carpeted areas of the Rectory and Office are to be vacuumed every week.
  (If guestrooms have not been used, they need not be vacuumed – however they
  should be reviewed and vacuumed at least twice per month.)

Clean
- Toilets in all bathrooms.
- Sinks in all bathrooms.
- Bathtubs/Showers in all bathrooms.
  (If guest bathrooms have not been used, they need not be cleaned – however they
  should be reviewed and ‘touched up’ at least twice per month.)
- All hardwood floors are to be cleaned using the Swiffer wet-jet every week.
- All office desks in main office are to be sanitized.
- All other noticeably exposed surfaces are to be dusted.
- Kitchen surfaces including stove, countertop, microwave, and sink are to be cleaned
  - The Pastors desk is not to be touched.

Laundry
- Laundry is to be washed, dried, and folded in accord with normal standards.
- Dress shirts, casual pants, casual t-shirts, and polo shirts are to be ironed – using Heavy Starch.
- Clean laundry is to be organized neatly in the laundry hamper and returned to the
  Pastor’s bedroom.
- Bath towels and rugs are to be washed, dried, and returned to their appropriate
  bathrooms.
  - Towels are color coded by bathroom.
  - Extra towels are to be returned to the appropriate bathroom linen closet.
- Bedding is to be changed and laundered weekly – unless directed otherwise.
- Bedding is to be washed, dried, and returned to the appropriate linen closet.

Garbage
- All garbage is to be collected and placed in the large garbage can in the garage or porch.
- All garbage bags are to be replaced – always keeping an extra garbage bag in the bottom
  of each can.
**Supplies**
- Supplies are to be maintained in all areas – including facial tissue, toilet paper, and paper towels.
- Cleaning supplies, light bulbs, and paper products are to remain stocked.
- Supplies, unless directed otherwise, are ordered through an Office Supply company through the Parish Secretary.
- Shortages are to be reported once they are noticed so that replacement supplies may be ordered.

**Intensive Cleaning**
- Twice per year – once in the Fall and once in the Spring, intensive cleaning of the entire house should be conducted. Additional hours and remuneration will be provided at these times.
  - This cleaning is to include a cleaning of all carpets, which will be contracted through an outside agency.