

Residential Housekeeper

Saint Mark Catholic Center is seeking a dedicated and detail-oriented **Residential Housekeeper** to support the cleanliness and upkeep of the Seminary and priest residential areas. This role is essential to maintaining a respectful, welcoming, and well-organized environment for clergy and seminarians. Looking for someone to work at least 20 (twenty) hours per week.

Key Duties:

- Clean bedrooms, bathrooms, and common areas on designated floors.
- Perform laundry services including linens, towels, and tablecloths.
- Maintain priest quarters with weekly cleaning and laundry.
- Keep priest lounge tidy; assist with grocery shopping as needed.
- Care for sacristy linens, cassocks, and altar cloths; perform minor repairs.

Requirements:

- High school diploma.
- 5+ years housekeeping experience.
- Ability to sew and perform light repairs.
- Physical ability to lift up to 25 lbs.
- Valid PA driver's license.
- Respect for privacy and confidentiality is essential.

To Apply:

For best consideration please return application materials by November 21, 2025, however, applications will be accepted until the position is filled.

Full position profile and application may be found at <https://www.eriercd.org/>. Applicants must submit a cover letter, resume, references, and a signed and completed job application form in one of two ways:

1. Scan and email all materials to: hrinfo@eriercd.org. (Application form must be scanned, completed, and signed.) or,
2. Mail to Attn: Human Resources, Residential Housekeeper Search, 429 East Grandview Blvd., Erie, PA 16504