

Diocese of Erie

St. Mark Catholic Center Position Profile

Job Title: Residential Housekeeper
Department: Maintenance
Location: Erie (SMCC).
Reports to: Maintenance Supervisor
Cabinet: Chief Financial Officer
Classification: Hourly
FLSA: Non-Exempt; Part-Time
Budget: 00
Date Created: 10/6/2025 (updated)

PURPOSE/OBJECTIVE:

Comply with the overall cleanliness and miscellaneous service to the Seminary and to the priest kitchen areas, residential areas – 4th Floor bedroom and bath, providing laundry service as needed for the seminary, 2nd Floor seminary suite. Priest living areas need to be cleaned as scheduled.

RESPONSIBILITIES:

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

FOR RESIDENTIAL AREAS OF THE BUILDING SEMINARY AREA AND PRIEST LIVING QUARTERS

- Perform general housekeeping:
 - Clean bedrooms on the second floor and 4th floor, bathrooms and sitting areas.
 - Clean, dust and vacuum and mop as needed.
- Provide laundry service for seminary area:
 - Launder all guest bed linens and towels; seminary wing guest rooms – clean, and launder as needed.
 - Launder and iron tablecloths for the dining area.
 - Pick up/deliver dry cleaning, as needed.
 - Clean refrigerator, cupboards, and storage areas. Wash dirty dishes daily.
- Maintain individual priests' rooms:
 - Cleans each priest's room once/week, including a thorough cleaning of the bathroom, vacuuming the carpet, dusting, changing bed linens and bath towels.
 - Do each priest's laundry once per week. Take laundry and return same day. It is preferred that each priest's laundry be done consistently on the same day of the week. (Details of this particular responsibility will be identified by a separate schedule pre-arranged in agreement by the priests.
- Duties related to the priest's lounge:
 - Daily: wash dishes, run/empty dishwasher, empty trash, wipe off counters, etc.
 - Weekly: vacuum, dust, change table linens and dish towels, sweep/mop floors.

- As needed: do grocery shopping for normal things (e.g., fruit and milk) and other things as requested.
- Other duties/responsibilities related to the Seminary:
 - Sacristy linens and altar cloths.
 - Seminary cassocks, surpluses, also chasubles – clean, repair (buttons, tears, etc.)

QUALIFICATIONS:

Education:

High School Education.

Experience:

Minimum five (5) years' experience in housekeeping and preparation of Special Events.

COMPETENCIES/SKILLS:

- Ability to interact with departmental personnel and caterers for the success of meetings and special functions.
- 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 sew.
- 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.

SUPEVISORY SKILLS/RESPONSIBILITIES:

N/A

INTERFACE

- INTERNAL
 - Daily communication Rector and Vice Rector of Seminary and/or Maintenance Supervisor.
- EXTERNAL
 - N/A

PHYSICAL CAPABILITIES/WORK ENVIRONMENT:

- Work in relatively quiet residential and kitchen environment; must be able to lift up to 25 pounds.
- Work may include traveling to and from stores to get supplies.
- Must have a valid Pennsylvania Driver's license.

Supervisor

Date

Incumbent

Date