

Pax Christi Catholic Church
Job Title: Rectory Housekeeper

Office:	Maintenance	Location:	Pax Christi Catholic Church
FLSA:	Non-Exempt	Reports To:	Pastor, Dir of Maintenance and Facilities
Benefit Eligible	No	Date Prepared:	2008
Work Schedule:	Part-time, hourly, up to 6 hours/week	Date Revised:	Sept, 2020

JOB SUMMARY

Clean the rectory at Pax Christi Catholic Church

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Cleaning
 - a. Kitchen
 - b. Bathrooms
 - c. Bedrooms
 - d. Common Areas
2. Maintaining Order
 - a. Return items to original location
 - b. Restock rectory supplies from Maintenance Shop
3. Follow Pastor's direction as needed

Other Required Knowledge, Skills and Abilities

- Able to respond to and change direction
- Create, maintain and follow schedule for cleaning rectory
- Contribute to a positive working environment through words and actions, and maintain a positive and professional demeanor

Physical Requirements

- Ability to perform duties as outlined
- Lift up to 20lbs

ACKNOWLEDGEMENT

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization's needs change, my job description will change. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Pax Christi Catholic Church is an "At Will" employer. The job description does not constitute a written or implied contract of employment.

Employee's Signature

Date