Open Position Notice

Date: November 17, 2021

Position Title: Rectory Housekeeper

Agency/Office: St. Philip Church

Work Schedule: Part Time

Position Requirements:

St. Philip Church in Greenville, RI is currently seeking to hire a part-time housekeeper. This position will be responsible for the cleanliness and upkeep of the church rectory with two priests in residence. Duties include, but are not limited to, cleaning, dusting, vacuuming, and floor-washing for all rooms, as well as laundry services, changing bed linens, and grocery shopping for the two resident priests. The housekeeper will also conduct seasonal tasks in the fall and spring that include cleaning the interior and exterior of windows and setting up and storing patio furniture.

The ideal candidate will be respectful of a Catholic work environment. This person will be capable of performing a variety of physical tasks and movements such as standing for long periods of time, bending, kneeling, lifting, climbing stairs, etc.

Interested candidates should contact the parish for more information or apply to:

Very Reverend Francis C. Santilli
St. Philip Church
622 Putnam Pike
Greenville, RI 02828
Telephone: 401-949-1500

Or via email: pastor@saintphilip.com