

## Job Posting Form

Date Posted: 3/22/19

Send completed application to: Catherine Kwiatkowski  
Diocese of Buffalo  
795 Main Street  
Buffalo, NY 14203  
E-mail: [ckwiatkowski@buffalodiocese.org](mailto:ckwiatkowski@buffalodiocese.org)

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 20-25 Full-Time:

Job Title of Open Position: Housekeeping/laundry

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Diocese of Buffalo Department Msgr. Conniff Residence

Location Address: 68 Cowing St. Depew, NY 14043

Employer Website: www.buffalodiocese.org

### **Brief Job Description**

The housekeeper provides a clean living environment for the Fathers and employees at the retired residence, as well as helping with the laundry needs of the Fathers.

**Qualifications: Required Education/Experience** - Please specify level of education required (eg. high school diploma, associate's degree, bachelor's degree etc.) & years of experience required, if applicable)

- Education: Minimum: High school diploma or GED
- Experience: Minimum: Minimum of one year's prior experience.
- Must be a minimum of 18 years old.

### **Desired Skills**

- Ability to work independently as well as in conjunction with other staff.
- Ability to clean the residence efficiently

How to Apply: By Mail  E-Mail  as above. **Applications are accepted until this position is filled.**