

## Job Posting Form

Date Posted: August 26, 2020

Send resume to: Rev Sebastian C. Pierro  
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Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 20-24 Full-Time:

Job Title of Open Position: Housekeeper/Cleaner

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

Employer: St. Amelia Church Department Rectory

Location Address: 210 St Amelia Drive Tonawanda, NY 14150

Employer website: \_\_\_\_\_

### **Brief Job Description**

The Housekeeper/Cleaner provides cleaning, laundry services and shopping for priests. Duties include cleaning and maintaining adequate supplies for the Parish Office, Sacristy and Gathering Rooms.

### **Essential Duties & Responsibilities:**

- Purchase cleaning supplies for rectory and parish office
- Clean rectory kitchen including refrigerator and cupboards
- Shampoo rectory rugs as needed
- Vacuum and dust as needed
- Wash, iron, fold, mend and put away priests laundry
- Responsible for priests dry cleaning, altar cloths and chasubles
- Clean rectory patio and patio furniture
- Other duties as assigned

### **Qualifications: Required Education/Experience**

#### **Education:**

**Minimum:** High School Diploma/GED Equivalent

#### **Experience:**

**Minimum:** 5 or more year's cleaning experience

### **Desired Skills**

- Successful work experience in shopping, purchasing supplies, washing and cleaning
- Must be self-motivated and prompt in performing tasks
- Ability to honor and maintain confidentiality
- Required to provide own transportation for job-related responsibilities
- Ability to be flexible handling daily task assignments

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **September 8, 2020**