



GLENMARY

HOME MISSIONERS

P.O. Box 465618 513.874.8900 phone
Cincinnati, OH 513.874.1690 fax
45246-5618 info@glenmary.org

Glenmary Home Missioners, a Catholic society of priests and brothers, serves the spiritual and material needs of people in rural areas of the United States through social outreach, establishment of Catholic churches, and a connection with God. Over the past 85 years, Glenmary has successfully nurtured and/or established more than 120 mission communities.

Job Description

HOUSEKEEPER (PART TIME)

PURPOSE:

Performs duties necessary to keep the Glenmary Residence and Novitiate House clean and sanitary.

POSITION SUMMARY:

The Housekeeper works closely with the Residence Chef, House Manager, and Cook to form a hospitality team providing excellent service to the residents. The Housekeeper must be caring, resident oriented, and be able to multi-task.

DUTIES AND RESPONSIBILITIES:

Daily:

- Lays out breakfast items: fruit, cereal, milk and juice
- Making coffee
- Cleans dishes after breakfast
- Checks guest rooms, removes soiled linens, starts laundry, cleans room
- Takes out trash/recycling
- Cleans common area restrooms
- Sweeps Kitchen Floor every morning
- Mops kitchen floor Mon, Wed, Friday
- Steams Kitchen floor Tuesday and Thursdays
- Tidies up public areas
- Vacuum Dining Room daily after meals
- Clean up the Dining Room

Weekly:

- Vacuum
- Dusting (T.V. Room, Parlor, Chapel, Living Room)
- Room Cleaning
- Trash removal of common areas
- Chapel (dust)
- Parlor
- Cleans Novitiate House (Bathrooms, dusting, vacuuming when needed)
- Clean Drinking Fountain

Bi-weekly:

- Wash Chapel linens
- Iron Alter cloths
- Sweep out Vestibules and clean windows
- Clean and organize resident laundry rooms

Extras:

- Vacuums Sliding Door Tracks
- Spot Cleans Carpets
- Removes Cobwebs

- Details Guest Rooms(moves furniture for vacuuming)
- Cleans chandeliers
- Power cleans TV room recliners
- Light sewing when needed
- Oils the dish cabinet and doors
- Occasionally helps residents with laundry needs.
- Helps clean and iron vestments.
- Occasional errands
- Maintains an adequate inventory of supplies used for housekeeping
- Wet dusts Chapel chairs
- Cleans windows (indoors)
- Dust pictures in hallways
- Assists Cook when needed purposes for the Residence, Chapel and Novitiate House.
- Keeps supervisor appraised of needed maintenance or supplies needed.
- Assist in Funeral Luncheons, Ordinations and special events and other duties assigned by your supervisor.

SKILLS AND QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential job responsibility satisfactorily.
- Minimum of high school education or equivalent required
- Two to three years of practical experience required.
- Ability to communicate with fellow employees, members of supervision, members of a religious order and “external customers” on matters having a direct affect upon the work assigned.
- Able to communicate verbally, in person, via the telephone, electronically and in written form.
- Able to add, subtract, multiply and/or divide in whatever fashion is required by the position. May need to work with fractions, percentages and/or decimals.
- Able to make decisions based upon the level of knowledge and/or experience attained.
- Able to make recommendations as to a course of action to take based upon assessment of facts, trends and/or experience in the field.
- Able to prioritize multiple tasks and meet deadlines in a timely manner.
- Pass a background check.
- Valid driver’s license required.

Physical Demands: Generally non-demanding, however, must be able to travel up and/or down the stairs to perform assigned duties. Will require walking, bending, standing, reaching, sitting, the use of hands and arms, and the ability to lift up to 25 pounds.

Job Title: Housekeeper -part-time

Classification: Part time; Non-exempt (25 hours/week) eligible for 401(k) Plan

Reports To: House Manager

Location: Fairfield OH which is a suburb of Cincinnati OH

*Interested candidates should send a letter of interest & resume to:
Larissa Howell email: lhowell@glenmary.org*