

**Diocese of Gaylord  
Job Description  
Rectory and Office Housekeeping**

**Status:** Non-Exempt **Reports to:** Pastor

**Date Revised:** 9-1-08

Part time \_\_\_\_\_ Full time \_\_\_\_\_

Hours per week \_\_\_\_\_

**Primary Function:**

Keep the rectory and office areas clean and presentable at all times. Keep entrance areas clean and free of debris and presentable to the public at all times.

**Major Areas of Responsibility:**

- Clean and dust all areas of the rectory
- Clean and dust all areas of the office
- Clean and dust all areas of the entrance to both areas

**Specific Responsibilities:**

- Wipe down and dust all areas including table tops, counters, work areas in the rectory.
- Wipe down and dust all desk tops, file cabinets, chairs, door knobs and areas around the door knobs that come in contact with the public. Keep areas neat in appearance.
- Sweep and dust all areas of the entrances to the rectory and office areas. Keep areas neat looking and free of litter and debris.
- Remove trash to specified receptacles in the area.
- Do laundry as needed.
- Other responsibilities as assigned

**Qualifications:**

Must be physically able to reach, lift, bend and stoop to keep of the assigned all areas clean. Cannot be allergic to dust and/or cleaners. Must be able to lift and move trash from specified areas.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above is intended to describe the general content of and requirements for the performance of this job. It's not to be construed as an exhaustive statement of duties, responsibilities or requirements.

# Diocese of Gaylord Performance Appraisal Form Rectory & Office Housekeeping

Name \_\_\_\_\_ DATE \_\_\_\_\_

ANNUAL \_\_\_\_\_ 3 MONTHS \_\_\_\_\_ SPECIAL \_\_\_\_\_

**JOB TITLE: Rectory & Office Housekeeping**

Job Description is updated yes \_\_\_ no \_\_\_

**MAJOR RESPONSIBILITIES:**

- |   |                                     |
|---|-------------------------------------|
| 1. Clean and dust all areas of rectory                    | Meets _____ Needs Improvement _____ |
| 2. Clean and dust all areas of the office                 | Meets _____ Needs Improvement _____ |
| 3.  |                                     |
| 4. Clean and dust all areas of the entrance to both areas | Meets _____ Needs Improvement _____ |

*Please comment on any items that need improvement or have been outstanding in the performance of the Rectory and Office Housekeeper:*

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**Specific Responsibilities**

- |   |                                     |
|---|-------------------------------------|
| 1. Wipe down and dust all areas including table tops, counters, work areas in the rectory                           | Meets _____ Needs Improvement _____ |
| 2. Wipe down and dust all desk tops, file cabinets, chairs, doors, keeping areas neat in appearance.                | Meets _____ Needs Improvement _____ |
| 3. Sweep and damp mop floors of the entrances to rectory and office. Keep areas neat and free of litter and debris. | Meets _____ Needs Improvement _____ |
| 4. Be Remove trash to specified receptacles in the areas.   | Meets _____ Needs Improvement _____ |
| 5. Do laundry as needed   | Meets _____ Needs Improvement _____ |

*Please comment on any items that need improvement or have been outstanding in the performance of the Rectory and Office Housekeeper:*

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Please outline and comment on overall performance and goals for next year:

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Pastor

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Date

Employee Comments:

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Employee

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Date

October 2008