

Updated June 2016

## **DIOCESE OF RAPID CITY**

### **JOB DESCRIPTION**

**TITLE:** Chancery Housekeeper

**QUALIFICATIONS:** Ability to safely use household cleaners and follow simple instructions. Ability to meet the physical demands of cleaning the office buildings. Good communication skills. High level of confidentiality and dependability.

**REPORTS TO:** Facilities Manager

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6, Performance Review

**TERMS OF EMPLOYMENT:** Part time. Five sessions per week, 12 months

**JOB FUNCTION:** To ensure the cleanliness, neatness of all offices, hallways and common areas of the Chancery buildings

#### **PERFORMANCE RESPONSIBILITIES:**

1. Empties all waste baskets throughout the facility.
2. Vacuums carpet in all offices, hallways, conference rooms and common areas on a daily basis.
3. Cleans debris from steps outside of lower level entrance door on daily basis.
4. Dusts desk tops only if desk is clear.
5. Wipes off and cleans sink, counters, tables and the outside of the refrigerator in the kitchen/dining room and conference room on a daily basis.
6. Mops the bathroom floors and cleans and sanitizes sinks, mirrors, inside and outside of toilets and the bathroom door knobs on a daily basis.
7. Mops tile floor at main entrance on weekly basis, or as needed when dictated by weather conditions.

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8. On a weekly basis, dusts furniture, shelves, files, pictures, baseboards, and vents in all offices, hallways and common areas.
9. Ensures proper supply of toilet tissue and paper towels in all bathrooms.
10. On weekly basis, vacuums along baseboards using wand of the vacuum.
11. On weekly basis (minimum), or as needed, vacuums carpeted steps leading to lower level.
12. On a weekly basis, cleans and mops tile in kitchen area, and cleans front windows and door.
13. Takes garbage bags to dumpster located behind the Cathedral rectory.
14. Ensures all lights are turned off and all outer and office doors are locked.
15. Maintains vacuum cleaner in good order by changing bags and checking hoses as needed.
16. Maintains utility room in a clean and orderly manner; cleans up spills immediately.
17. Notifies facilities director when supplies need to be restocked.
18. Reports housekeeping problems to the facilities director.
19. Maintains confidentiality of all matters of the function of the Chancery offices.
20. Maintains a safe and orderly work area.
21. Provides for his/her own spiritual and professional growth.
22. Assists in promoting a positive and hospitable office climate.
23. Speaks positively about the Diocese of Rapid City.
24. Other duties as assigned.