

Housekeeper

St. Anthony Parish, Upland

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Founded in 1974, St. Anthony is committed to further the Gospel teaching in everyday life and help spread the teachings throughout the community.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Provides cleaning, laundry services and/or cooking for persons living in the rectory.
- Cleans rectory by dusting, sweeping, mopping, waxing, vacuuming, and other necessary tasks as needed.
- Washes clothing and linens and/or arranges for dry cleaning where applicable.
- Keeps inventory of household/cleaning supplies needed and coordinates with Maintenance Manager when supplies are needed.
- May prepare meals when asked
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Must have experience in home maintenance.
- Must have good interpersonal skills and the ability to honor and maintain confidentiality.
- Must be fiscally responsible and accountable.
- May be required to be flexible with regard to work schedule.
- High school or GED level education.
- Ability to read labels and safety instructions on cleaning products.
- Must have ability to interact professionally with all parish staff, parishioners and visitors coming into the parish.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Ability to lift 30+ lbs. on a regular basis, walking, standing, pushing, stooping, climbing, kneeling, seeing, reaching, repetitive forward bending, prolonged gripping of an item, sense of touch and feel.

Interested candidates, please forward your resume with salary requirements to:

Analisa Castro at analisa.c@stanthonyupland.org

The Diocese of San Bernardino is an Equal Opportunity Employer