

# **Part-Time Housekeeper**

## **Our Lady of Sorrows Catholic Church**

3006 Kashmere St.  
Houston, TX 77026

We are looking for a proactive, efficient rectory housekeeper, 25-30 hours per week. The new hire will report to the Pastor. The housekeeper will be responsible for cleaning and maintaining the rectory. You will be asked to cook, clean, launder and iron clothes, sweep, vacuum, and scrub floors. You will restock items, such as toilet paper, paper towels, and other supplies. You will also shop for groceries and cook meals for the Pastor.

### **Church Housekeeping Responsibilities:**

- Maintaining clean residence by performing duties such as daily spot cleaning in all areas of the residence, including bathrooms, kitchens, and rooms.
- Cooking meals, and meal prep options for the weekend.
- Restocking items, such as toilet paper, paper towels, and other supplies in the restrooms and emptying the trash.
- Doing the Priest's laundry, folding and ironing clerical wear.
- Interacting with church staff and visitors in a respectful, positive manner.

### **Church Custodian Requirements:**

- High school diploma or equivalent.
- Bilingual – fluent in English and Spanish
- Housekeeping experience or training may be required.
- Understanding of cleaning techniques and safety procedures.
- Strong communication, comprehension, and interpersonal skills.
- Transportation required to run errands. Mileage will be reimbursed.
- Motivation to work independently or with others to provide thorough, efficient housekeeping services.
- References from 2 prior jobs

Please submit resume and references to [dwgarnier@olosch.com](mailto:dwgarnier@olosch.com) with Part-Time Housekeeper on the subject line.