



**Diocese of Laredo
Job Announcement**

Posting Date: March 29, 2023

Application **Deadline: Until Filled**

Position: Housekeeper/Cook	FLSA Status: Non-Exempt
Minimum Requirements: One year of experience in performing housekeeping, laundry, ironing and cooking duties. Must be able to lift, move and carry up to 25 lbs., bend, stoop, kneel, stand and move frequently. Knowledge of proper use and disposal of cleaning products. Must be able to meet the physical demands of the position. Able to read and follow recipes. Must be trustworthy and able to maintain confidentiality at all times.	
Start Date: Immediate	Location: Multiple Locations
Position Status: Part-time, 24 hours per week	Work Schedule: Tue-Fri., and as needed.

Position Summary:

The part-time housekeeper/cook is responsible for general housekeeping duties of the priests homes as well as performing laundry and ironing tasks and cooking meals.

Essential Duties, Functions and Responsibilities:

- Plan menus and cook meals according to recipes or needs (diet) of the priest(s) in residence.
- Performs cleaning of the home; including thorough dusting and vacuuming, and detailed cleaning of the kitchen and bathrooms.
- Making beds and changing linens.
- Washing linens, towels, performing laundry and ironing duties.
- Performs maintenance on floors; including mopping, sweeping and cleaning other interior surfaces, to include windows.
- Cleaning the refrigerator, stove top, oven and microwave oven as needed.
- Requests/purchases grocery items and other adequate supplies for meals.
- Requests/purchases cleaning supplies inventory.
- Performs trash gathering and removal.
- Performs additional duties as assigned and required to keep a clean and sanitary home and office.

Additional Skills, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St.

Laredo, Texas 78043

(956) 727-2140

Benefits: Part-time employees are eligible for limited benefits, upon completion of applicable waiting period.

The diocese reserves the right to revise, rescind or extend this job announcement.