



**Diocese of Laredo
Job Announcement**

Posting Date: July 21, 2021

Application Deadline: Until Filled

Position: Housekeeper/Cook	FLSA Status: Non-Exempt
Minimum Requirements: Experience in performing housekeeping, laundry, and ironing. Must be able to lift, move and carry up to 15 lbs., bend, stoop, kneel, stand, twist and move frequently. Knowledge of proper use and disposal of cleaning products. Must be able to meet the physical demands of the position. One year of experience in meal preparation. Ability to prepare different cuisines for an individual and for small events. Must be trustworthy and able to maintain confidentiality at all times.	
Start Date: Immediate	Location: 2 diocesan locations
Position Status: Part-time, 20-23 hours per week	Work Schedule: To be determined

Position Summary:

The part-time housekeeper/cook is responsible for general housekeeping duties, performing laundry, ironing tasks and preparing meals.

Essential Duties, Functions and Responsibilities:

- 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.
- Sweeping, mopping, and cleaning other interior surfaces, to include windows.
- Cleaning the refrigerator, stove top, oven and microwave oven as needed.
- Requests and maintains cleaning supplies inventory.
- Performs trash gathering and removal.
- Plan menus and cook meals according to recipes or needs (diet) of the Priest(s) in residence.
- Prepare meals and serve for special events, gatherings, and meetings, etc.
- Prepare individual meals for consumption throughout the week.
- Purchase necessary ingredients and supplies as requested.
- Clean up of work area.
- Performs additional duties as assigned and required to keep a clean and sanitary home.

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

For Employment Application, visit <https://www.dioceseoflaredo.org/employment-opportunities>

For additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 764-7867

Benefits: Part-time employees are eligible for limited benefits, upon completion of applicable waiting period. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

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