

HOUSEKEEPER/COOK

Our Lady of Lourdes Parish, Montclair

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 1956, Our Lady of Lourdes is a vibrant and diverse community that supports and promotes the diocesan vision.

Position Summary:

Provides cleaning, cooking and/or laundry services for persons living in the rectory.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Cleans rectory by dusting, sweeping, waxing and vacuuming.
2. Purchases food prepares meals and cleans kitchen. Collaborates with pastor in meal planning.
3. Washes clothing and linens and/or arranges for dry cleaning where applicable.
4. Purchases/orders household supplies for the rectory.
5. Other duties as assigned.

QUALIFICATION GUIDELINES:

1. Must have experience in home maintenance and meal preparation.
2. Must have good interpersonal skills and have the ability to honor and maintain confidentiality.
3. Must be fiscally responsible and accountable.
4. May be required to be flexible with regard to work schedule.
5. High school or GED level.
6. Ability to read labels, do simple math such as adding and subtracting for shopping purposes.
7. Must be able to read safety instructions on cleaning products.

Physical Requirements:

Must be able to lift 10+ lbs on a regular basis, standing, walking, sitting, pushing, stooping, kneeling, hearing, speaking, seeing, reaching, repetitive forward bending, sense of touch/feel/taste.

Interested candidates, please forward your resume to:

Attention: Rev. Jacob Thomas Vettathu, MS

Our Lady of Lourdes Parish

10191 Central Ave.

Montclair, CA 91763

(909)626-7278-Phone

(909) 626-0562-Fax

The Diocese of San Bernardino is an Equal Opportunity Employer.