



## Position description Housekeeper

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| Reporting to:                  | Auxiliary Bishop Terry Brady  |
| The Position:                  | The primary purpose of this position is to carry out the grocery shopping, preparing meals on occasion, cleaning of the residence, washing and ironing.   |
| Responsibilities:              | <p>The Housekeeper is accountable to the Auxiliary Bishop for the following:</p> <ul style="list-style-type: none"><li>• Preparing, cooking and serving meals on occasion</li><li>• Purchase general goods and groceries for the house</li><li>• Washing and ironing of the Auxiliary Bishop's clothing</li><li>• General cleaning and tidiness of the house</li><li>• Other duties as directed by the Auxiliary Bishop</li></ul> |
| Inter-relationships:           | <p>The Housekeeper interacts with the following internal and external groups:</p> <p>Internal:</p> <ul style="list-style-type: none"><li>• Auxiliary Bishop</li><li>• Auxiliary Bishop's Private Secretary</li></ul>  |
| Qualifications and Experience: | <p>The ideal Housekeeper will have:</p> <ul style="list-style-type: none"><li>• Experience in and a genuine liking for cooking, general cleaning, washing and ironing</li><li>• Demonstrated commitment to the ethos and values of the Catholic Church</li></ul>  |
| Attributes:                    | <p>The Housekeeper will demonstrate the following attributes:</p> <ul style="list-style-type: none"><li>• Professional manner and presentation</li><li>• Good people skills</li><li>• Good communication skills</li><li>• Ability to handle situations confidentiality and with sensitivity</li></ul>   |
| Performance Management:        | <p>The performance of the Housekeeper will be assessed on a regular basis having regard to:</p> <ul style="list-style-type: none"><li>• Their performance on the key responsibilities and attributes for this role</li><li>• Service levels and the level of satisfaction expressed by the people they come in contact with</li><li>• Their ability to develop and maintain relationships with internal staff</li></ul>           |