



## Position description

### Housekeeper/Cook, Bishop's Residence, Parish of St Joseph's Rozelle

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Reporting to: The Auxiliary Bishop

The Position: The primary purpose of this position is to:

- Prepare and cook meals for the Bishop and any visiting priests/clergy living in the Presbytery
- General cleaning duties where required
- Carry out all laundry requirements

Responsibilities: The Housekeeper/Cook is responsible for the following:

- Respect the teachings of the Church and the ethos of the parish and diocese
- Ensure a high standard of hygiene and cleanliness is maintained in accordance with WH&S requirements
- Work within the approved budget as agreed from time to time; prior approval of the Bishop must be obtained to exceed the budget
- Report any maintenance or safety issues to the parish secretary

#### **Specific Duties**

##### **Meal Preparation**

- Plan menus that reflect the Bishop/priests' dietary requirements and preferences
- Plan and undertake weekly shopping for household and food provisions ensuring adequate food supplies
- Set the table/serve meals
- Prepare and cook well-balanced meals to the highest quality possible
- Prepare/serve meals for special occasion functions on weekends and evenings as required
- Clean the following after meals:
  - Kitchen area ie kitchen sinks, bench tops, oven, stove and floor
  - Serving dishes, plates, cutlery, pots and pans
  - Place dirty tea-towels, napkins etc in laundry for cleaning
  - Ensure all bins are emptied
- Place leftover food into a sealed container that is labelled and dated and store as necessary

**Housekeeping Duties**

- Monitor food items and dispose of any out of date/spoiled food items
- Maintain upkeep and cleanliness of kitchen area and appliances - this includes cleaning the refrigerator and oven as needed
- Carry out all laundry requirement such as:
  - washing clothes
  - ironing and minor mending as required
  - sorting and folding laundry items
- General tidying/rubbish disposal/cleaning of Presbytery where required (other than duties undertaken contracted cleaning company)
- Iron laundry items and minor mending as required
- Change bedroom and bathroom linen
- Other duties as required from time to time

Inter-relationships:

The Cook/Housekeeper interacts with the following internal and external groups:

- Bishop/Priests residing in Presbytery
- Parish staff
- Parishioners
- Guests

Qualifications and Experience:

The ideal Cook/Housekeeper will have:

- Previous successful work experience in planning and preparation of meals
- Previous successful housekeeping experience including: cleaning, washing, ironing etc in a similar work environment
- Demonstrated commitment to client service and a willingness to be accountable for their performance
- Demonstrated commitment to the ethos and values of the Catholic Church

Attributes:

- Good understanding of WH&S practices
- High standards of cleanliness and hygiene
- Attention to detail and a well ordered approach to work
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met
- Professional manner and presentation
- Excellent people and communication skills

- Ability to act with discretion and to maintain complete confidentiality
- Ability to coordinate, schedule and balance cooking and housekeeping activities
- Flexibility particularly when catering for social functions
- Honesty, reliability and punctuality
- Can work independently and be responsible/accountable for own work
- Ability to prioritise and multi-task and work quickly and efficiently
- Can exercise initiative and good judgment

Performance  
Management:

The performance of the Cook/Housekeeper will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- Service levels and the level of satisfaction expressed by key stakeholders
- Their ability to develop and maintain relationships with the Parish Clergy, staff and parishioner