

Job Title:	Housekeeper
Area of Church Operations:	Operations
Reports to:	Operations Pastor
Classification:	Non-exempt
Status:	Part-Time Employee

SUMMARY

The housekeeper maintains a clean working environment for all staff and visitors, ensuring all areas are safe. This position requires thoroughness and time management.

Essential Functions

- Cleans and sanitizes bathrooms
- Cleans, mops, washes, buffs, and vacuums floors
- Empties trash
- Cleans and polishes fixtures
- Removes recycling materials
- Cleans windows
- Dusts and vacuums furniture
- Works in a safe manner and recognizes unsafe situations. Takes appropriate action to ensure safety of themselves and others in building.

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High school diploma or equivalent
- Basic computer skills
- Good time management skills
- Ability to follow directions with minimal oversight

TIME COMMITMENT

- Up to 15 hours per week and special event work

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

- Bending, lifting, and prolonged standing
- Repetitive movements
- Occasion lifting of 25 pounds

WORK ENVIRONMENT

Job performed inside and/ or outside – working around staff, guests, and children. This role uses standard office equipment such as computers and walkie-talkies; and, cleaning tools such as a vacuum.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee _____ Date _____



faith church