



Job Title	Church Housekeeper
Reports to	Faculties Director/Supervisor Job Purpose
Part-Time	<i>29 hours per week</i>

Job purpose

The Church Housekeeper is responsible for ensuring that the church facility is clean, safe, and presentable for worship services, events, and activities. The Housekeeper will be responsible for performing a variety of cleaning and maintenance duties, managing inventory, and ensuring that the facility meets all health and safety regulations.

Duties and responsibilities

- Cleaning and Maintenance
- Ensure the cleanliness and neatness of all church facilities including worship areas, restrooms, classrooms, and offices.
- Sweep, mop, and vacuum floors; dust and clean surfaces; clean and disinfect restrooms; and remove trash.
- Keep cleaning supplies and equipment in good condition and maintain inventory of supplies.
- Ensure that all equipment is properly maintained and stored.
- Report any necessary repairs or maintenance needs to the Faculties Director/Supervisor.
- Safety and Security
- Ensure that all safety and security procedures are followed, including locking doors and securing the building.
- Ensure that all cleaning materials and chemicals are properly stored and labeled.
- Report any safety or security concerns to the Faculties Director/Supervisor.
- Communication and Collaboration
- Communicate effectively with other staff members, volunteers, and vendors to ensure that all cleaning and maintenance needs are met.
- Assist in coordinating and facilitating church events and activities as needed.
- Other duties
- Perform other duties as assigned by the Head Pastor/Administrator.

Qualifications

- A mature Christian faith and commitment to the Christian life.
- A servant's heart that desires to use media and print to share the Gospel of Jesus Christ with the world.
- A heart that is in line with the vision of Lakes Church.
- A mentality that aims to please and willing to help wherever needed.
- Self-starter mentality.
- High school diploma or equivalent.
- 1-2 years of experience in housekeeping, custodial, or related field.
- Knowledge of cleaning equipment, chemicals, and safety procedures.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.

- Attention to detail and the ability to multitask.
- Physical ability to perform cleaning and maintenance tasks, including lifting up to 50 lbs.