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| **Job Title** | Church Housekeeper |
| **Reports to** | Faculties Director/Supervisor Job Purpose |
| **Part-Time** | *29 hours per week* |

**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.