

General Description

The role of the Facility Team and its members is to keep the church campus appropriately set up for various usages of the church and serve in keeping the facilities clean and attractive. Housekeepers focus on maintaining the cleanliness of the offices, conference rooms, staff kitchen, Café and Prayer, Mom's and Cry rooms, and assists the Café/Kitchen manager with laundering kitchen towel and table linens. This position includes approximately 12-15 hours per week and reports to the Facility Manager.

Role and Responsibilities

- Dust common areas including offices, Conference Room A, Conference Room 228, Café, Prayer, Moms' and Cry rooms
- Vacuum offices, conference rooms, Café, Prayer, Moms' and Cry rooms; periodically clean office and interior windows
- Clean staff kitchen including refrigerator, microwaves, and tile floor
- Launder kitchen towels and table linens as necessary based on events
- Assist Café/Kitchen Manager with setting up for staff lunches, funerals and other events during the week
- Look clean, neat, and tidy and wear uniform while on shift
- Report other facility cleaning needs or equipment repairs to the Facilities Manager
- Attend Staff Huddle and Facility meetings.

Qualifications

- Be in full accord with the purpose and ministries of Berean Baptist Church
- Demonstrate a servant's heart
- Possess the abilities needed to fulfill the assigned responsibilities of this position
- Able to lift at least 25 pounds and be able to work in an environment where there is dust, cleaning fumes, and a variety of other allergens
- Able to organize work, set priorities and work independently
- Possess the ability of flexibility with regard to daily work and assignments
- Effective oral and written communication
- Must be able to work quickly, efficiently and to read and follow detailed instructions