

Immanuel Lutheran Church Housekeeper

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JOB TITLE: Immanuel Lutheran Church Housekeeper

DEPARTMENT: Housekeeping

SUPERVISOR: Pastor Paul Brown

We are a Church.

GENERAL JOB DESCRIPTION

Assist the mission and ministry of Immanuel Lutheran Church by attending to the day-to-day cleanliness of the church facilities.

MAJOR DUTIES AND RESPONSIBILITIES

Cleaning all Bathrooms

Mopping floors-kitchen, entries, nursery, workroom, Fellowship Hall

Clean windows on a regular basis. Some need cleaning weekly, or more often, seasonally

Dusting

Sweeping

Vacuuming floors and pews

Cleaning Baptismal Font once a month using distilled water only

The Housekeeper will assume the duties of the custodian when he is on vacation or unable for another reason to do his/job

Help with seasonal cleaning days when scheduled by the Board of Property and Facilities.

Maintain the appearance of the church facilities to a high standard.

Clean the church and "public spaces" on a regular bases in preperation for Sunday morning and Wednesday night.

Empty all garbage cans and replace bags.

MINOR DUTIES AND RESPONSIBILITIES

Check in with the custodian for any extra work needs.

QUALIFICATIONS FOR THE JOB

Education:

High School education

Experience:

Some background of cleaning experience.

Other:

Be able to maintain strong collegial working relationships with staff team members and key leaders.

KEY COMPETENCIES

flexability

PHYSICAL REQUIREMENTS

Bending, stooping, some lifting

Signature Approved By:

Date Approved:

Date Last Reviewed:

Last Reviewed By:
