

# CHURCH HOUSEKEEPER

## JOB DESCRIPTION

**General:** The cleanliness of the church sends a message to both visitors and those who attend regularly. It is important that the church feels welcoming to all who come in. Good housekeeping sets the stage for this.

**Responsibilities:** It will be the responsibility of the Church Housekeeper to do the basic cleaning required in the main church building. This includes sweeping, vacuuming, cleaning, and other basic housekeeping functions. A task list is attached. The housekeeper will work closely with the Sr. Pastor, Church Administrator, and Chairperson of the Buildings and Grounds Committee. They will report directly to the Church Administrator.

### **Expectations:**

1. The housekeeper will receive a starting salary of \$800 per month before routine deductions. The housekeeper will work an average of 15 hours per week over the course of the year. Due to the ebb and flow of the church season there will be times that the cleaner is working less and others that they are working more. While the housekeeper will have the freedom to set their hours, it is important that the building is clean for Wednesday night activities as well as Sunday morning. There will be additional compensation for select special event (weddings, funerals, Vacation Bible School).
2. There will be a job evaluation after 3 months and annually thereafter.
3. After the first year, the housekeeper will be entitled to 2 weeks paid vacation.
4. The housekeeper will let the Church Administrator know as equipment and cleaning supplies are needed,
5. The housekeeper will let the Church Administrator know of any maintenance issues that arise. Maintenance issues would include things like changing lights, leaking plumbing, etc. These are not the responsibility of the housekeeper.
6. While cleaning, the housekeeper will respect the security of the building. Any personal visitors will be cleared in advance with either the Sr. Pastor or the church administrator.
7. The housekeeper will be background screened.
8. While working at the church, the housekeeper will conduct themselves in a way that is in harmony with the values of the church.
9. Those employed by the church are expected to conduct themselves online and publicly in ways that do not reflect negatively on the church or its ministry.

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## TASK LIST

**Twice a week:** By 6 p.m. Wednesday and by 8 a.m. Sunday.

Upstairs Lobby – vacuum carpet, dust furniture, clean windows, clean water fountain, vacuum portico  
Handicap bathroom and east room from main lobby bathroom – mop floor, clean mirror, clean sink and toilet, stock paper towels and TP, empty trash can  
Main Lobby and Office wing stairs – vacuum carpet  
Main lobby nursery – disinfect all counter and changer surfaces, empty trash, vacuum carpet, put toys away  
Prayer chapel – vacuum carpet, reset chairs that may be out of line, dust furniture.  
Upstairs bathroom – cleaned and disinfected, restock paper products, and empty trash.

Sanctuary – vacuum carpet, between pews and in all aisles, vacuum platform, clean all pews, dust communion table, clean door windows, check and restock envelopes and Connect Cards in pews.

Downstairs lobby – vacuum rugs, mop floor, dust furniture, clean windows, and empty trash.  
Downstairs bathrooms – mop floors, clean & disinfect sinks & toilets, clean mirrors, stock paper towels and TP, empty trash cans, clean water fountain  
Downstairs halls – vacuum carpets  
Downstairs classrooms – empty trash, vacuum carpet, dust furniture, straighten chairs and tables  
*Downstairs classrooms with bathrooms* – disinfect all surfaces, mop floor, empty trash, restock paper products.  
Downstairs kitchen – mop floor, wipe down counters and surfaces, empty trash, clean sink

**Once a week.**

Church offices – vacuum carpet, empty trash, clean door windows, dust furniture  
Stairwell behind Sanctuary platform– vacuum carpets  
Balcony – Vacuum, empty trash and dust. Note, do not move equipment or cords.

**Periodically as needed.**

Spot clean walls, dust heating vents, clean refrigerator, and other hard to reach spaces as needed.