

**Covenant Community Presbyterian Church
Position Description – as of January 12, 2016**

POSITION TITLE: Housekeeper

SUPERVISOR: Pastor

SESSION OVERSIGHT: Admin Committee

POSITION STATUS: Part-time (15hrs per week), Hourly

VISION: I acknowledge that I am part of a team at Covenant Community Presbyterian Church that is responding to and following Jesus Christ by worshipping God, learning, sharing, and growing in faith, and reaching out in service. I am an integral part of how that vision is projected through my attitude, my service and my daily tasks.

JOB SUMMARY: This part-time position involves regularly cleaning and preparing the building for use by the church.

QUALITIES OF CCPC'S HOUSEKEEPER

- Strong Christian with a passion for Christ
- Servant's heart
- Detail-oriented
- Self-motivated

ESSENTIAL JOB FUNCTIONS

Cleaning Responsibilities 100%

- Regularly vacuum or mop all floors thoroughly:
 - 2 Narthexes 2 times/week
 - 3 entrances 1 time/week
 - Fellowship Hall 1 time/week
 - All other floors 1 time/mo. or more as needed
- Clean and disinfect restroom surfaces: walls, sinks, doors, urinals & toilets. Refill all soap and towel dispensers as needed. 2 times/week
- Clean and disinfect all telephones countertops and water fountains 2 times/week
- Clean all entrance glass panels and doors 2 times/week
- Empty all waste receptacles and recyclables In proper place. 2 times/week

- Clean and Dust furniture & windowsills 2 time/month
- Vacuum upholstered furniture (incl. pews) 2 times/year
- Spot clean carpets & upholstered furniture as needed

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

- Excellent work ethic
- Experience in professional cleaning
- Communicates in word and action the church's objective of hospitality

I acknowledge that I have read and understand the scope of the job position and willingly abide by the vision and duties defined herein.

Signature: _____ Date: _____