

First Congregational United Church of Christ

Position Description

Date of Approval: 3/8/2018

Title: Housekeeper

Supervisor: Senior Pastor

Work Coordinator: Office Manager

Status: Hourly/Non-exempt: 24 hours per week. Job includes Sunday mornings plus hours during the week as scheduled with Pastor and Office Manager. On occasion additional paid hours may be needed to prepare the facility for special events. The Housekeeper will be given first consideration for these additional hours if the Housekeeper can be reached in a timely manner and is available for the time needed.

Salary: \$14.00 per hour

Ministry Team

The person in this position will participate as a member of the Ministry Team of First Congregational UCC. This position and other staff positions often serve as the first point of contact to families, community and church members. All staff members are expected to demonstrate hospitality by offering authentic welcome and providing appropriate assistance at all times.

Position Summary

The Housekeeper ensures that the building and grounds are safe, clean and orderly; prepares the building and grounds for Sunday education and worship services; manages the recycling system; prepares church space for activities and meetings; completes periodic building maintenance tasks.

Competencies

- Demonstrates Christian values of love, kindness, honesty, hospitality and fairness
- Demonstrates a positive and friendly attitude with compassion and caring for all people
- Demonstrates sensitivity to persons needing special consideration or accommodation
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Qualifications

- Must be a minimum 18 years of age
- Knowledge of recycling protocol, building maintenance tasks and safe work practices
- Demonstrates dependability and use of safe work practices
- Ability to lift up to 50 pounds
- Good organizational skills with a self-directed and orderly approach to work
- Good oral and written communication skills with regular access through email
- Ability to work with a wide variety of people including Pastoral staff, support staff, committees, parents, youth and volunteers
- Ability to be an effective and contributing member of the Ministry Team
 - Demonstrates ability to use discretion, respect privacy and maintain confidentiality
 - Demonstrates ability to respectfully greet and assist people in crisis and direct to appropriate pastoral assistance as needed
- Current Food Handlers certification or willingness to attain upon hire
- Current First Aid/CPR certification or willingness to attain upon hire
- Approved criminal records check

Primary Duties and Responsibilities

Coordination of Activities

- Check in weekly with the Office Manager regarding upcoming Sunday activities and expectations; report building and grounds maintenance or safety concerns to Office Manager
- Consult with the Senior Pastor if extra work hours appear to be needed or for other supervisory support or questions
- Attend church staff meetings as designated

Weekly Housekeeping Duties

- Areas to clean include: Basement: Talkington Hall, Huntington Hall, Kitchen, Bathroom, and Youth Room; Main Floor: Parlor, Nursery, Sanctuary, Offices, Entry, Hallways, Choir Room; Top Floor: Jesus and His Peeps Room and two other rooms. Do not need to clean Causa Offices.
- Sunday morning duties:
 - At the designated times, unlock the building before morning worship service and activities and lock the building following Fellowship Hour
 - Assist with washing of Fellowship Hour dishes as needed
 - Take down tables and put away chairs in Nursery and Parlor before Sunday activities and put the tables and chairs up again in Parlor only after worship service to prepare meeting space for week
- Ensure the building interior is clean and orderly:
 - Empty trash cans as needed and take out the recycling bins
 - Fully clean both kitchens and all bathrooms
 - Dust mop/Wet mop floors as scheduled
 - Clean Windows
 - Periodically clean all woodwork, including pews in Sanctuary
 - Dust as scheduled
 - Clean all tables, counters, elevator, baseboards and other surfaces as scheduled
 - Vacuum all carpeted areas
 - Spot clean carpets as needed
 - Do laundry as needed
 - Operate dishwasher in main church kitchen as needed
- Ensure the building exterior is clean and orderly:
 - Parking lot and church perimeter should be cleared of trash and debris
- Ensure maintenance of building:
 - Report maintenance or safety issues to the Office Manager
 - Make small repairs as able
 - Change light bulbs as needed
 - Keep track of supplies and restock restroom/kitchen items (consumables, like sugar, etc.) when needed, including stock closet by office
 - Order all filters and paper goods
 - Clean vents
 - Change furnace air filters according to schedule.
- Prepare church space for activities and meetings as needed
- Operate partitioning walls as needed
- Act as liaison to outside groups renting building as needed
- Wash choir robes once a year during summer months when choir is off
- Other housekeeping duties as assigned and/or needed

I have read and received a copy of this position description.

Employee

Date

Sr. Pastor, Supervisor

Date