



Valley Community Baptist Church Job Description

Housekeeper

Ministry Division: Operations Support.

Purpose: The Housekeeper provides a clean and organized environment, recognizing problems and implementing solutions involving the facility and its environs. This is a part-time position (24 hours/week).

Candidate Attributes and Qualifications

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions, and ascribe to Valley's Affirmations of Faith as contained in the church Constitution. The candidate should possess many of the following core gifts, passions, and qualifications:

1. Good organizational skills.
2. This position demands good physical health. The housekeeper will be required to lift, carry, walk, sit, push, pull, and work a flexible schedule. Must be able to move continuously during work hours and able to lift and/or carry up to 30 pounds.
3. Dependability of working assigned scheduled times; usually Monday-Friday but occasional weekends as needed.
4. Ability to recognize, communicate, and resolve problems with the Facility Manager.
5. Ability to work well with others.

Ministry Responsibilities

1. Room Cleaning: Keep floors, walls, doors, and fixtures in classrooms clean. Equipment includes vacuums, microfiber cloths and mops, and appropriate cleaning chemicals.
2. Bathroom Cleaning: Ensure common areas, classrooms, and staff bathrooms are clean and sanitary, following proper cleaning procedures.
3. Kitchenettes: Keep kitchenettes clean and sanitary. This includes cleaning floors, walls, cabinets, counter tops, and any appliances (inside and out) located in the respective areas.
4. Common areas: Maintain floors, walls, doors, and fixtures located in the common areas of the building. Equipment includes vacuums, microfiber cloths and mops, and appropriate cleaning chemicals.

5. Sanctuary: Ensure the sanctuary is clean and visually appealing. This includes picking up paper, vacuuming, dusting, and other cleaning procedures required to maintain this area's cleanliness.
6. Laundry: Maintain tablecloths and other linens in a clean and orderly manner. Equipment includes clothes washers, clothes dryers, storage and transportation carts, irons, and steamers.
7. Any other tasks assigned by the Facility Manager that will contribute to the successful completion of the position's purpose.

Key Working Relationships

1. Reports to the Director of Facilities
2. Works closely with other Operations Support staff.
3. Functions cooperatively and collaboratively as a member of VCBC's staff team.

Other Details and Important Information

Exempt: No. **Status:** Part-time.

Date: July 19, 2021. **Posted by:** Facilities Director.

Employment At-Will

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

Physical Requirements:

This position demands good physical health. The housekeeper will be required to lift, carry, walk, sit, push, pull, and work a flexible schedule. Must be able to move continuously during work hours and able to lift and/or carry up to 30 pounds.