

Valley Community Baptist Church
Job Description

Position: Premisekeeper – part-time

Ministry Division: Facility Department

Reports to: Facility Director

Hours: This is a part-time position. Standard hours are 12-20 per week, Monday through Friday, with occasional Saturday hours.

Purpose: The Premisekeeper has the opportunity to impact the efficiency and effectiveness of ministry by keeping the building operating with excellence. The Premisekeeper provides hands-on support by setting up rooms, cleaning and vacuuming areas, and responding to guest requests.

Major Job Responsibilities:

1. Complete assigned room set-up duties – Set up the furniture and equipment to prepare rooms for classes and other events following planning guide. Break down furniture and equipment after classes or events.
2. Room Cleaning – Clean rooms and furniture.
3. Floor Maintenance – Following a periodic cleaning schedule, vacuuming rugs, cleaning rugs and floors.
4. Deep Cleaning – Follow a periodic cleaning schedule to deep-clean rugs, floors, bathrooms, storerooms, and other spaces. Deep cleaning of rugs involves using power equipment.
5. Storage – Keep storage areas in the church and shed neat and orderly.
6. Perform special projects that support the campus environment
7. Respond to guest requests

Job Requirements:

1. Experience in cleaning and/or room setup for events
2. Excellent time management skills
3. Must be able to perform physical labor such as moving tables and chairs, lifting up to 30 lbs., using cleaning chemicals, and constant motion.
4. Ability to recognize, communicate and resolve problems of the facility with the Facility Director.

Employment At-Will

All employees of Valley Community Baptist Church 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 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.

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Job Description Date: October 2019