

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Housekeeper

STATUS: Part time non-exempt

REPORTING TO: Supervisor of Facilities

SUMMARY/OBJECTIVE

The Housekeeper supports the Church by providing custodial services to church buildings. He or she must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

ESSENTIAL FUNCTIONS

1. Clean and polish drinking fountains.
2. Prepare beverage "set-ups" for meetings in accordance with work orders.
3. Spot-clean fingerprints on walls in heavily trafficked areas.
4. Dust and clean all areas of the church campus daily as needed, including vacuuming carpets, mopping floors, and dusting furniture.
5. Daily ensure that rest rooms, bride's room, and nurseries are clean, well-maintained and appropriately stocked with supplies.
6. Clean inside of office windows.
7. Do laundry as required for the Children's Center.
8. Perform additional duties as assigned.

COMPETENCIES

Competencies required of this role:

- | | | |
|--|---|---|
| <input type="checkbox"/> Effective verbal communication | <input type="checkbox"/> Professional attitude and appearance | <input type="checkbox"/> Action oriented |
| <input type="checkbox"/> Quality and accuracy; attention to detail | <input type="checkbox"/> Optimizes work processes | <input type="checkbox"/> Situational adaptability |
| <input type="checkbox"/> Manages ambiguity | <input type="checkbox"/> Drives results | <input type="checkbox"/> Collaborative |

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INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Effective communication with leadership to understand requests, priorities and deadlines
- Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
- Operating effectively, even when things are not certain or the way forward is not clear
- Consistently achieving results, even under tough circumstances

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

This job operates in both an indoor/outdoor environment. Personal protective equipment may be required to prevent exposure to hazardous materials.

MENTAL & PHYSICAL DEMANDS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to see, talk, listen and easily remember things. The employee is frequently required to stand; walk; climb stairs, bend, and sit; use hands to finger, handle or feel; reach with hands and arms; and lift up to 25 lbs .

The employee is required to perform under circumstances of emotional stress, such as yet not limited to, stress from work deadlines, employee complaints, noise, distractions, work complexity, competing priorities and understaffing.

WORK HOURS AND TRAVEL

This is a part-time position. Days and hours of work will generally be scheduled by the Supervisor of Facilities. No travel is expected for this position.

EDUCATION AND EXPERIENCE

Required eligibility includes graduation from high school or GED equivalent. Additional eligibility qualifications include two years of increasingly responsible related experience, or any equivalent combination of related education and experience.

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

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OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management.

Manager _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____