

## Housekeeping Assistant

### Primary Function:

To assist the Facilities Team with the cleaning of the Petra Church Campus.

### Responsibilities:

1. Assist in keeping the church facility clean and in excellent condition for ministry use.
2. Clean restrooms, offices, classrooms, the sanctuary, kitchens, meeting rooms, and hallways.
3. Specific types of cleaning include but are not limited to window washing, vacuuming, sweeping / mopping, wiping tables and counters, sanitizing bathrooms, laundering tablecloths and wash rags, dusting, and emptying trash containers throughout the facility.
4. Help ensure that Petra kitchens are clean, organized, and well-stocked.
5. Keep track of cleaning equipment and supplies inventory and notify the Campus Director when additional orders are needed.
6. Tidy and straighten up furniture after ministry use.
7. Other duties as assigned.

### Character Requirements:

1. Committed to Jesus Christ and fellow believers in the church and community.
2. Demonstrates biblical moral and character qualities in accordance with Petra Church's values, policies, and beliefs.
3. Active member of Petra Church who embraces and supports its vision, teaching, and leadership.
4. Demonstrates a servant's heart in helping to support and fulfill the mission, vision, core values, and goals of Petra Church.

### Qualifications:

1. Experience in housekeeping or cleaning is required. Familiarity with large commercial buildings preferred, but not required.
2. Able to physically perform strenuous routine cleaning.
3. Flexibility to work early mornings as well as some weekends and occasional evenings after special events.
4. Detailed-oriented, conscientious, well-organized, highly motivated, and able to work with minimum supervision.
5. Teachable and embraces a team approach to ministry.
6. Must be able to pass a background check.
7. Maintain confidences at all times.
8. Ability to meet prescribed goals and deadlines as established.

### **Petra Church Values Statement**

Petra Church believes that the effectiveness of its ministry is directly related to an authentic faith and depth of commitment each staff member has to Jesus Christ. This truth requires that each staff member have and maintain real and vibrant fellowship with Jesus Christ as their Lord and Savior. Each staff member is seen as a full-time ambassador of Jesus Christ and the Church. All staff should live on and off the job in a manner consistent with demonstrating the message, mission, and character of Jesus Christ. Staff members are encouraged to pray for the Church, its ministries, and one another, participate in staff devotional activities, provide biblical counsel to those who are seeking it, and model the value of tithing and serving our people and our ministries.

### **Conduct Policy**

We believe our staff, pastors, ministry leaders, members and volunteers need to demonstrate Christian character and high moral values. The Bible is our guide, and it gives us instructions for holy living, such as found in Galatians 5:19-23; 1 Thessalonians 4:3-8, 1 Corinthians 6:9-11. The use of illegal drugs, life-controlling practices, viewing of pornographic materials, sexual activity outside of a heterosexual marriage, and homosexual and transgender behavior are incongruent with the Christian standards of character and morality we promote. Our mission is to be a healing and safe place for all people; we support those in recovery and in transformation. For this reason, we discourage the use of tobacco and alcohol.

**Reports To:** Campus Facilities Director

**Status:** Part-Time / 30-32 Hours per week.

**Submit a [Staff Application](#) and email Resume (if available) to:** Rick Werkheiser at [rickw@petra.church](mailto:rickw@petra.church)