



*Retell the Gospel.  
Reimagine the Church and City.  
Repair what is Broken.*

All positions at Second Presbyterian Church are created to minister to these needs in our city, our country and our world or to support other staff and our congregation to that end.

**JOB TITLE: 2nd Shift Housekeeper/Set Up      DEPARTMENT: Housekeeping**  
**REPORTS TO: Housekeeping Supervisor      EFFECTIVE DATE: 10/05/2024**

## **POSITION DESCRIPTION**

The Housekeeper is responsible for preparation and cleaning of the church facilities in preparation for all church services, meetings, office areas and the Parent's Day Out.

The primary objective is for this person to work with all church staff for smooth operation in all phases of all church activities.

## **ROLES AND RESPONSIBILITIES**

The Housekeeper duties include but are not limited to: Vacuuming, dusting, trash removal, lavatory cleaning, paper restocking and sanitizing. In addition to basic housekeeping, 2<sup>nd</sup> shift Set Up employees will be responsible for set up and breakdown for daily activities and room usage. They will assist in high-level floor care such as shampooing carpets and stripping/waxing floors. Set Up employees will maintain inventory of furniture and movement of such when needed. They will also assist with unloading and delivery of shipped boxes to the appropriate departments when needed. Must communicate and interface well with staff and church congregation. Must follow detailed expectations and daily work assignments for specific assigned areas of the church. Must be self-motivated, independent, and careful planners to ensure each day's work is complete before leaving.

## **ORGANIZATIONAL RELATIONSHIPS**

- Reports directly to the Housekeeping Supervisor
- Works with all staff and the church

## **QUALIFICATIONS**

- Ability to read and understand both verbal and written instructions
- Ability to use cleaning equipment and supplies correctly and safely
- Understand safety procedures

## **EXPERIENCE**

- Housekeeping experience in a church or school environment is preferred but not required

## **EDUCATION**

- High School Diploma or equivalent

## **HOW TO APPLY**

Interested applicants may stop by the church located at 4055 Poplar Avenue during office hours (Monday–Friday, 8am–5pm) to complete an application.