



*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: Housekeeper

DEPARTMENT: Housekeeping

REPORTS TO: Housekeeping Supervisor

EFFECTIVE DATE: current

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. 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 candidates may submit a resume via email to Human Resources at luanne.hearn@2pc.org

OR

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