

Housekeeper Job Description
First Presbyterian Church Fort Worth



Position:	Housekeeper	Reports To:	Chief Engineer / Facilities Manager
FLSA Status:	Hourly, Non-Exempt	Schedule:	Full-time (40 hours) during Monday – Friday, 8:30a – 5:30p
Location: 1000 Penn St., Fort Worth, TX 76102			

Opportunity:

Since 1873, First Presbyterian Church Fort Worth has been a vibrant source of faith and catalyst for community change. We operate a thriving early education center for children up to 5 years old and serve over 1,000 neighbors weekly through our community outreach programs. Known for our inclusive and caring environment, we’re seeking passionate people to join our mission-driven team, where exceptional benefits match meaningful work.

Contributions Defining Impact:

The essential functions listed are representative of those required to successfully perform the job.

- Responsible for maintaining a clean, sanitary, and welcoming environment in all areas of the church, including worship spaces, offices, restrooms, meeting rooms, and common areas.
- Perform light and heavy cleaning including but not limited to: furniture polishing, dusting, vacuuming, sweeping, floor mopping and polishing, cleaning and disinfecting restrooms, emptying of trash cans, power washing, or sanitizing equipment and surfaces
- Provide daily cleaning for all of the operations including but not limited to: offices, places of worship, drinking fountains, kitchens, conference rooms, hallways, external perimeters, and restrooms
- Assist with the setup and breakdown of rooms for meetings, events, and services, including arranging chairs, tables, and equipment as required
- Monitor and report inventory levels of cleaning supplies and equipment
- Replenish supplies in restrooms, kitchens, worship spaces, classrooms, and other areas as needed
- Notify the Facilities Manager of any needed repairs or replacements of cleaning equipment
- Follow all safety protocols and use cleaning products and equipment according to the manufacturer's instructions
- Embody and uphold the organizational core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- Two (2) years of previous experience cleaning buildings is required
- Knowledge of proper cleaning techniques and materials
- High school diploma or equivalent preferred
- Experience in church life, regardless of denomination, is desirable

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Knowledge, Skills & Abilities

- Ability to work independently with minimal supervision, follow verbal and written instructions, adhere to process protocols, and apply established protocols in a timely manner
- Ability to prioritize, be flexible, and dynamically rearrange their daily schedule in alignment with the evolving calendar of activities.
- Attention to detail and a commitment to maintaining high standards of cleanliness and customer service
- Basic English communication skills is required to effectively understand and follow directions and positively interact with church staff and congregants
- Ability to engage in problem resolution, assess the situation objectively, and potentially manage unexpected emergent situations with composure
- Knowledge and proper use of PPE and protocols
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

Environment:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.

- This role is crucial in ensuring that the church presents a hospitable atmosphere for all visitors, congregants, and staff; and therefore, punctual and daily onsite attendance is required. Some weekends and overtime may be required.
- Constant movement throughout buildings, properties, and levels, and ability to frequently stand, walk, stoop, kneel, bend, crouch, twist, squat, crawl, push/pull, and lift up to 50 pounds regularly using proper lifting techniques. Digital dexterity is required to retrieve, assemble, and clean and reach items with hands and arms
- Visual acuity to perform activities, such as hazard identification, counting, or reading schedules/instructions
- Must be able to hear with aid, communicate effectively, and respond quickly to sounds or emergencies in a potentially noisy environment
- Ability to operate equipment commonly used in general cleaning/housekeeping
- The work environment is primarily indoors with occasional outdoor activities in varying weather conditions
- Frequent exposure to bodily fluids, illness-causing bacteria and viruses, dust, and cleaning supplies, or other particles are expected. May be exposed to slippery or uneven walking surfaces
- Must adapt to workplace stressors like noise, emergent situations, and competing priorities while maintaining the cleanliness and safety of the facilities
- Ascend or descend ladders, stairs, ramps and the like using feet and legs or hands and arms
- Ability to travel between our two locations (Penn St. & Hemphill St.) as needed

Other Duties:

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

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Team:

At First Pres, we foster a diverse team united by empathy, authenticity, and collaboration. Our workplace promotes growth and mutual support, guided by our core values: humble service, transformational relationships, and radical hospitality.

As an equal opportunity employer, we welcome all qualified candidates eligible to work in the United States; however, we are not able to sponsor visas.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and **begins at \$14.00 per hour**, paid on a semi-monthly basis.

Full-time employees are immediately eligible to participate in our robust benefits package on day 1! Our comprehensive benefits package includes:

- 100% employer-paid individual health coverage
- 100% employer-paid life, AD&D, and long-term disability insurance
- Immediate 100% retirement match, up to 6% of your earnings, with no vesting period
- Optional employee-paid benefits include family health coverage, dental, vision, and temporary disability

To apply, email resume to HR@fpcf.org

By signing below, the employee confirms understanding and acceptance of the job description, which may change without notice and may include unlisted duties at the organization's discretion.

Employee	Employee Signature	Date