



POSITION: Housekeeping Technician - Weekend
DEPARTMENT: Facilities
STATUS & FLSA: Hourly, Non-exempt and Non-Ministerial
REPORTS TO: Facilities Maintenance Supervisor

POSITION SUMMARY:

Working under general supervision, clean tables, windows, women's restrooms and glass doors, remove trash and vacuum carpeted areas. Work independently on routine assignments.

GENERAL EXPECTATIONS:

- Contribute to Heartland's overall mission to courageously lead people toward full devotion to Jesus Christ.
- Commit to the Matthew 18 relational conflict resolution process in all relationships.
- Fulfill all the requirements of the Heartland Community Church (HCC) Personnel Policy Handbook.

ESSENTIAL FUNCTIONS:

Facility & Housekeeping

1. * Ensure that the church facility is clean, in good operating condition and is ready for designated public services and special events sponsored by HCC. This includes but is not limited to room set-up, cleaning tables, trash removal, glass and mirror cleaning and women's restroom cleaning.
2. * Vacuum the carpet in general areas, meeting rooms and classrooms. Ensure that carpeting is clean and in good repair. Bring problem situations to supervisor's attention.
3. * Work with volunteers to set-up and tear down rental equipment, when requested.
4. * Move up to 50 pounds using proper lifting techniques and using a dolly when appropriate.
5. Pick-up general operating supplies and complete errands for HCC, using own or company vehicle, when requested.

* indicates primary essential function

HIRING REQUIREMENTS:

1. Follower of Jesus Christ.
2. Valid driver's license.
3. Ability to move up to 50 pounds using appropriate lifting techniques and using a dolly when appropriate.
4. Ability to stand and walk for extended periods of time.
5. Female gender.

**THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.

Revised 03/02/10

I acknowledge receipt of this job description and understand that I am responsible for knowing and performing the essential functions according to management standards.