



## Housekeeping Coordinator Job Description

---

FLSA Status: **Non-Exempt, Full Time**  
Reports to: **Director of Housekeeping**  
Direct Reports: **None**

Schedule: **See Information Below\***

### Job Summary

The Housekeeping Coordinator is an essential component of the church's function. Often working behind the scenes, this position is a part of the engine that keeps the church moving by ensuring the presentation of the building is up to standard, both in presentation and in set up. This individual must be a team player, hardworking, good organizational skills, and have a strong sense of the bigger picture in every task.

### Relational Expectations

- Cultivates a positive outlook on life and maintains a spirit of gratitude.
- Influences others for the church's best interests.
- Displays a servant's heart, with the accompanying attitude and cooperation, within all departments of the church.
- Professional in communication, timeliness, appearance, attention to detail, and follow-through.
- Faithful in making disciples who make disciples.

### Essential Functions

- Reviews / organizes Espace each week to ensure all areas are covered and prepared as needed, which includes ensuring setups are completed when a team member(s) is out of the office.
- Completes setups, take downs, and cleanliness of assigned area(s) (e.g., various classrooms, church spaces).
- Ensures KidQuest setups are completed by janitorial service.
- Assists the Housekeeping team in keeping the church building clean and presentable.
- Helps keep the supply room organized and stocked with supplies as assigned.
- Maintains a ministry mindset in performing various physical tasks.

### Qualifications and Skills

- High School Diploma or equivalent.
- Ability to perform work with a positive attitude and attention to detail in harmony with other staff members.
- Strong organizational skills and ability to use a laptop / iPad.
- Able to work a schedule of 40 hours a week. This position includes Saturday and Sunday work. Be able to shift days and scheduled hours to accommodate different needs in the church. *\*General Schedule: M / T / TH / F (8 am – 5 pm), Wednesday (11 am – 8 pm),*

*Sunday (9 am – 1 pm) – approx. once every eight weeks, Saturdays and other times as needed.*

- Able to receive and understand instructions and communicate effectively.
- Able to work independently to accomplish duties with minimal or no supervision.
- Able to work well with others to carry out duties and special projects.
- Strong attention to detail.

## **Work Conditions**

- Must display adequate physical health and strength to carry out custodial activities. Be able to push, pull and lift at least 50lbs.
- Ability to be on your feet for extended periods of time.
- Dexterity of hand and fingers to operate a computer keyboard, mouse, and to handle other computer components.
- Ability to work under stress during peak workload periods.

*This position description reflects the church's assignment of essential functions and responsibilities. Nothing in this position description restricts the church's right to assign or reassign duties and responsibilities to this job at any time.*