

Keystone Community Church
Part-time Facility Team Member

Job Description:

Work Sundays & Mondays plus special events on an as-needed basis.

10-16 hours weekly, \$20/hour

Work with team to keep well cleaned and orderly facility

Help with seasonal snow removal, including shoveling and salting sidewalks

Clean the building before and after services

Assist with maintenance projects as needed

Preferred Qualifications:

- Experience in cleaning or janitorial work
- Attention to detail
- Communication skills
- Ability to work with a team
- Self-directed with the ability to work independently
- Willingness to take on other duties and responsibilities not in this description on an as-needed basis

Responsibilities :

- Assist with preparing and cleaning the facility before and after Sunday services and set up for ministry events, including:
 - Using floor machine to clean floors
 - Dusting and spot cleaning
 - Putting away tables or materials from events
 - Arranging furniture
 - Cleaning bathrooms and re-supplying dispensers
 - Cleaning windows
 - Vacuuming
 - Cleaning Toilets

- Dusting
- Wiping down countertops
- Doing dishes
- Assist with the smooth operation of Sunday services, including:
 - Helping clear snow and spread salt
 - Cleaning floors, taking out trash, monitoring the facility during and between services
 - Cleaning the space and preparing the building after services for Sunday evening/weekly events
- Addressing facility needs in real time, and communicating with relevant team members as needed