

Brentwood United Methodist Church
Facilities Ministry Team
Housekeeper (Part-time)

Reports to: Facilities Manager

Facilities Ministry Description:

The Facilities Ministry supports the ministries and the mission of BUMC by keeping facilities clean, safe, and well maintained for ministry events and activities.

Qualifications and Skills:

- Must be able to speak, read, comprehend instructions in English clearly
- Dependable and capable of working without supervision
- Able to work nights, weekends and overtime when required
- Good interpersonal skills when working with other staff and church members
- Flexibility with changes in assignments and schedule and able to work “on-call” as needed

Ministry Responsibilities: Perform cleaning duties in assigned areas. Includes, but not limited to--

- Vacuum carpeted areas and wash windows
- Clean hallways and common areas -- baseboards, sweep and mop floors, walls, corners and glass
- Clean staircases -- dust and disinfect railings, vacuum steps and landings
- Straighten, arrange, dust, and polish furniture
- Gather and empty trash and disinfect trash cans
- Clean kitchen and wipe down counters as needed
- Assist with room setup or break down when needed
- Perform duties related to special events when needed
- Other duties as assigned

Education and Experience:

- High School Diploma or GED preferred
- Prior housekeeping experience preferred (1-2 years)

Classification: Regular, Part-time, non-exempt (18 hours per week)

Work Schedule: Monday – Thursday, 9a – 2:00p (30-minute lunch break)

Physical Requirements:

Ability to reach, bend, stoop, kneel, and stand for extended periods of time. Must have the ability to lift up to 50 pounds and have complete mobility in building and grounds activities.

For more information – Email hr@bumc.net or visit <http://www.bumc.net/employment>