



ROLLING HILLS COMMUNITY CHURCH

CLEANING + MAINTENANCE ASSISTANT
Franklin

RELATIONSHIPS

DIRECT

Lead Pastor of Business
Operations

INDIRECT

Facilities Supervisor

OBJECTIVE

Responsible for keeping the interior facilities of Rolling Hills Community Church clean and germ-free environments.

EXPECTATIONS

- Be a person of high moral character and integrity.
- Be a servant leader to the church body.
- Be involved in the overall life of the church body.

RESPONSIBILITIES

- All work to be performed will be set per schedule developed by the Facilities Supervisor.
- Clean office areas including dusting, vacuuming, and wiping down desks and telephones.
- Washing of windows and blinds.
- Empty all trash receptacles and recycling bins.
- Clean and sanitize drinking fountains.
- Dust, mop, and machine scrub hard surface floors.
- Clean and disinfect all restrooms, including floors, baseboards, toilets, urinals, sinks, mirrors, partitions, and baby changing stations.
- Restock all paper products and hand soap.
- Dust and wash as needed air vents, door and window sills, lighting fixtures, ceiling corners, and baseboards.
- Clean and disinfect children's rooms and general areas including tables, sink and cabinet areas, and equipment.
- Clean refrigerators inside and out.
- Wipe down all tables and booth registration stations.
- Assure that building is secured and lights turned off each night before leaving.
- Other duties as assigned by supervisor.

QUALIFICATIONS

- Able to follow directions and perform duties and responsibilities.
- Self-motivated and able to work without direct supervision.
- Available on an on-call basis in a crisis or emergency.
- Ability to communicate well verbally and in writing.
- Some flexibility in hours and days worked; usual expected hours to be 4:00 pm to 10:00 pm, three or four days per week.

COMPENSATION

Part Time | Hourly Pay
18-24 Hours Per Week
No Benefits