



HOUSEKEEPING/SET-UP SUPPORT

JOB DESCRIPTION

Part-time, non-exempt, up to 20 hours per week. Reports to the Facility Coordinator.

Housekeepers/set-up support staff are responsible for assisting with and overseeing room set up and breakdown for all ministry related events and special events.

RESPONSIBILITIES

1. Set up rooms according to room diagrams and special events.
2. Carefully follow setup/tear down assignments given by the Facility Coordinator.
3. Clean classrooms during setup and tear down times, which includes, but is not limited to: vacuuming floors, dusting and straightening furniture, cleaning bathrooms, removing spots from carpet, and cleaning windows, window sills, and A/C units.
4. Report any damage, loss of equipment, or concerns related to the special event back to the Facility Coordinator.
5. Pick up and return all linens to main storage area.
6. Keep all table storage areas neat and organized.
7. Clean common areas, which includes, but is not limited to vacuuming hallways, cleaning public restrooms, cleaning windows, sweeping/mopping stair towers, removing trash and cleaning vending areas and other areas as assigned.
8. Clean main kitchen.

REQUIREMENTS

1. Agree with Providence's Statement of Faith.
2. Testify to a personal faith in Jesus Christ.
3. Demonstrate a lifestyle that glorifies God in actions, words, and deeds.
4. Understand and speak English using a 2-way radio.
5. Must be able to move tables, stack chairs, work on a ladder, and work in stair towers.
6. Able to walk extensively throughout a shift.
7. Able to lift up to 50 pounds.
8. Able to compute work hours and log them in the church's online payroll system.
9. Able to do basic computer tasks including sending and receiving emails.

APPLY

To apply, contact Rich Haman at rich.haman@pray.org.