Housekeeping Job Description

Reports to: Facilities Director
Works with Two Part-Time Housekeeping Team Members
Status: Full-Time (depending on final staffing needs)
Location: Central Ministries – Chapel Ridge Campus

Position Summary
The Housekeeping role is responsible for the daily cleaning, appearance, and overall cleanliness of Central Ministries' facilities. This position ensures that all ministry environments are welcoming, safe, and well-maintained for worship services, classes, events, and community activities.

Working under the direction of the Facilities Director, the Housekeeping role will support two part-time housekeeping employees, coordinate regular cleaning schedules, and assist in maintaining a culture of excellence and hospitality throughout the church campus.

KEY RESPONSIBILITIES

Facility Cleaning & Maintenance
- Oversee the general housekeeping and cleanliness of all church buildings and common areas.
- Ensure regular completion of cleaning tasks, including:
    - Vacuuming carpets and floors
    - Carpet shampooing
    - Dusting furniture and fixtures
    - Changing light bulbs as needed
    - Emptying trash and recycling
    - Cleaning offices, classrooms, restrooms, and meeting spaces
    - Sanitizing high-touch surfaces
    - Maintaining entrances, lobbies, and hospitality areas
    - Exterior (light hedge trimming, sweep mulch from sidewalks, clean-up debris, etc.)
- Conduct routine inspections to maintain high standards of cleanliness and appearance.
- Address special cleaning needs related to church events, ministries, and seasonal activities.

Team Support
- Support two part-time housekeeping employees.
- Monitor daily, weekly, and monthly cleaning responsibilities.
- Train team members on proper cleaning procedures, safety practices, and ministry expectations.
- Foster a positive, servant-hearted team culture that reflects the mission and values of Central Ministries.

Coordination & Communication
- Work closely with the Facilities Director to establish priorities and address facility needs.
- Coordinate with ministry leaders regarding room usage, special events, and cleaning requirements.
- Maintain inventory of cleaning supplies and communicate purchasing needs.
- Help develop efficient systems and schedules to ensure consistent facility care.

Safety & Stewardship
- Ensure proper use and storage of cleaning equipment and supplies.
- Maintain compliance with safety standards and best practices.
- Promote wise stewardship of church resources through efficient use of materials and equipment.

QUALIFICATIONS

Required
- Commitment to the mission, values, and beliefs of Central Ministries.

- Strong organizational and leadership skills.
- Ability to encourage a small team.
- Excellent attention to detail and commitment to excellence.
- Ability to perform physical tasks, including lifting, bending, standing, and walking for extended periods.
- Ability to work independently and manage multiple priorities.

Preferred
- Previous housekeeping, custodial, or facility management experience.
- Prior supervisory or team leadership experience.
- Experience working in a church, school, or other multi-use facility.

Personal Characteristics
The ideal candidate will be:
- Dependable and self-motivated
- Servant-hearted and team-oriented
- Flexible and willing to assist where needed
- Committed to excellence in every aspect of their work
- Supportive of the mission and ministry of Central Ministries

Mission Alignment
The Housekeeping role plays an important role in creating clean, welcoming, and well-maintained environments that support worship, discipleship, outreach, and community life. Through faithful stewardship and servant leadership, this position helps Central Ministries provide spaces where people can connect with God and one another.