

# St. Peter's Church & World Outreach Center

## POSITION DESCRIPTION

**TITLE:** Maint /Hskpng Assist.  
**STATUS:** Full-time and Part-time  
**GRADE/RANGE:** \_\_\_\_\_

**SUPERVISOR:** Working Maint. Supervisor  
**DEPARTMENT:** Facility Maint & Hskping  
**DATE:** 10-18-18

---

### I. Position Summary

The Maintenance/Housekeeping position to perform maintenance and housekeeping cleaning and upkeep tasks, basic fixes, and overall cleanliness to ensure all SPWOC facilities and campus are tidy and functional.

### II. Primary Responsibilities

1. Meet with Supervisor daily to review cleaning and maintenance assignments.
2. Clean bathrooms, showers, laundry and mop rooms.
3. Vacuum and clean Sanctuary, Auditorium, Hallways, Classrooms weekly.
4. Clean all lobby areas and windows daily.
5. Clean office areas monthly (dust, vacuum, and mop).
6. Clean carpets monthly and spot clean areas as needed.
7. Clean and maintain grounds and landscaping (mowing, weeding, blowing, detailing lawn areas).
8. Assist with set-up and breakdown of meeting areas.
9. All other duties as assigned by the Maintenance and Senior Management.

### III. Education/Experience

1. High School Diploma or GED required.
2. 2-3 years experience in a maintenance/housekeeping related position preferred.

### IV. Skills and Abilities

1. Must be available to work a flexible schedule including nights and weekends. (Sunday work schedule is on a rotation basis).
2. Should be able to handle detail cleaning with little or no supervision.
3. General repair skills a plus.
4. Must possess manual dexterity and physical stamina (i.e. able to lift 25 lbs. or more, stand for long periods of time, bending, pulling, reaching, etc.)
5. Must be a team player eager to get the job done with a positive attitude.

### V. Conditions of Employment

1. Must submit to a background check.
2. Must submit to a drug screening.