

KEYSTONE

Church

Cleaning Associate Job Description

Job Description

Are you a diligent worker with a passion to create a clean and safe environment for children, students, and adults to grow in their relationship with Jesus Christ? Does the idea of joining a team who is passionate about creating a church that people love to attend, especially those new to church? Then this is the opportunity you have been looking for.

We are seeking an Associate to clean the Keystone facility and ministry environments weekly. You will have the responsibility for completing the cleaning responsibilities outlined below. You will also be expected to make the Administrative Assistant aware of supplies needed, facility issues and / or items needing repair.

Reports To

Pastor Chris Jarrett

Work Schedule

This position is paid hourly, 12-14 hours/week.

Typically 8 hours on Monday and 4 hours on Thursday. The schedule is flexible and can be adjusted according to the activities happening in the building.

You will also need to be available for spot cleaning and restroom resupply after special events (weddings, funerals, Christmas Eve, summer picnic, special events, and such)

Hourly wage: \$16.00/hr

Application

If this position is for you, simply e-mail Pastor Chris Jarrett at chris@keystonechurch.us with your letter of interest and resume.

For additional information about Keystone Church please visit:
www.keystonechurch.us

(updated February 2024)

Weekly Cleaning Description & Schedule

Supplies

On Cart:

Rubber gloves, antiseptic spray, glass cleaner, Odo Ban spray (for 'problem' areas), stainless cleaner spray, toilet paper, toilet bowl cleaner & swab, bags for sanitary receptacles.

In Closet:

Pink floor cleaner concentrate, antiseptic concentrate, Odor Ban concentrate, glass cleaner, trash bags (various sizes), toilet paper stock, hand towel stock, rubber gloves in cabinet, mop & bucket, hip vacuum (best for all vacuuming – sitting on rack in an open box), push vacuum, toilet bowl cleaner.

Schedule

Monday (8 hours):

- Load up a big rolling trash barrel with about 10-15 small trash can liners.
- Take trash out of each room, bathrooms (including women's stall receptacles), offices, lobby, auditorium (sound booth and backstage), children's ministry rooms, student ministry rooms, adult classrooms, and such – replacing liners where needed.
- Wipe down tops of trash cans with lids with antiseptic spray & paper towels.
- Clean restrooms:
 - Use antiseptic spray to spray down sinks, counters, toilets, urinals, changing table, hand dryers, door knobs, etc.
 - Clean toilets, urinals, counters & sinks.
 - Wipe down changing table, hand dryers, door knobs.
 - Clean mirrors.
 - Use stainless cleaner with rag on towel holders, grab bars, stall trash receptacles.
 - Replace toilet paper & hand towels.
 - Sweep floor & mop (use pink floor cleaner with a dash of Odor Ban (smells good & is an antiseptic).
 - Also clean restrooms in Youth Lounge & Special Needs room.
- Wipe down room tables, kitchen and lobby counters with antiseptic spray & paper towels
- Vacuum offices, Keystone Kids hall and rooms, student ministry atrium, rooms and offices.
- Vacuum soundboard area and Green Room.
- Sweep through lobby, Keystone Kids halls, kitchen & mop.
- Check main lobby for cob webs & wipe down window sills
- Clean windows, doors, mirrors, and white boards in classrooms.

Thursday (4 hours):

- Clean restrooms again, take out trash again, check auditorium chairs, clean glass in entrance doors