

Church Cleaning Steward Job Description



JOB SUMMARY

The duty of the cleaning steward is to perform light cleaning tasks to maintain cleanliness and appearance of the church building in support of the weekly ministry and any inside activities and/or meetings.

The attached matrix of tasks indicates the required cleaning items and frequency of each. These duties and requirements may vary depending on special events or meetings that are held within the church buildings.

JOB REQUIREMENTS

- Passion for serving the church in a task-oriented position.
- Available to work flexible and semi-changing work schedules.
- Ability to be self-disciplined and motivated when working alone with little supervision.
- Unrestricted physical ability to move light equipment and climb step ladders without restrictions.
- General knowledge of custodial skills including all listed duties in the attached task matrix.
- Report any perceived issues and/or problems to the church trustee chairperson.
- Maintain a weekly log of hours spent in performance of duties.

PRIMARY JOB DUTIES

- As specified in the attached Task List.

WORKING RELATIONS

- Works closely with and directly responsible to the chairperson of the Trustee board for scheduling, exceptions, special requests, etc.
- Maintains a team player relationship with the paid staff and volunteer leaders.

STATUS

- Hours – 10- 15 per week
- Regular Part Time Employee, FLSA non-exempt

*Approved by Trustees & **SPRC 07/01/2022***