



**Housekeeping Technician**  
Reports to: Facilities Manager

*We will help people find and follow Jesus. We will be a church where people drifting from God can rediscover life by creating irresistible environments where people pursue God, connect with others and make a difference with their life.*

**POSITION SUMMARY:** Working under general supervision, clean tables, windows, women's restrooms and glass doors, remove trash and vacuum carpeted areas. Work independently on routine assignments.

**ACCOUNTABILITIES:**

1. Ensure that the church facility is clean, in good operating condition and is ready for designated public services and special events sponsored by Heartland Community Church ("HCC"); this includes but is not limited to room set-up, cleaning tables, trash removal, glass and mirror cleaning and women's restroom cleaning.
2. Vacuum the carpet in general areas, meeting rooms and classrooms. Ensure that carpeting is clean and in good repair. Bring problem situations to supervisor's attention.
3. Work with volunteers to set-up and tear down rental equipment, when requested.
4. Move up to 50 pounds using proper lifting techniques and using a dolly when appropriate.

**GENERAL EXPECTATIONS:**

- Understand that as an employee, I am accountable to the Elders.
- Commit to the Matthew 18 relational conflict resolution process in all relationships.
- Proven commitment to and passion for excellence.
- Fulfill all the requirements of the Heartland Community Church Employee Handbook.

**HIRING REQUIREMENTS:**

1. Follower of Jesus Christ; growing, yet mature follower of Christ called to ministry.
2. Valid driver's license.
3. Ability to move up to 50 pounds using appropriate lifting techniques and using a dolly when appropriate.
4. Ability to stand and walk for extended periods of time.

**\*\*THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.**

Revised 10/24/2016

I acknowledge receipt of this job description and understand that I am accountable for knowing and performing the accountabilities listed for the mission of helping people find and follow Jesus.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_