



CALVARY JUNEAU

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Housekeeper Job Description

EMPLOYER: Calvary Fellowship Juneau
POSITION: Housekeeper
SUPERVISOR: Ministries Coordinator SECONDARY SUPERVISOR: Senior Pastor

TYPE OF POSITION	POSITION DETAILS
<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<ul style="list-style-type: none"> • Hourly Position • Paid bi-monthly • Allotted Hours Per Week: 7 • Rate of Pay: \$15

GENERAL DESCRIPTION
<p>Weekly cleaning and maintenance of the Calvary House building located at 10650 Glacier Hwy.</p> <ul style="list-style-type: none"> • Weekly cleaning includes but is not limited to the main meeting room, kitchen, two bathrooms, office, coat rack area, basement, upstairs meeting/bedroom area, offices, porch, tea and coffee bar • Weekly watering of plants • Ensuring garbage cans are at the curb by 6:00 AM on Tuesdays, recycling every other week • Regular deep cleaning of certain household areas, such as the fridge, cupboards, basement toys, etc. • Inventory supplies stored at the Calvary House every week and communicate purchasing needs to the office staff • When guests are scheduled to stay at the Calvary House, additional cleaning will be required. Set up bedding and linens upon arrival and clean them upon departure • Other cleaning and maintenance duties as directed <p>Weekly cleaning of the bathrooms at Glacier Valley Baptist Church FLC, located at 3921 Mendenhall Loop Rd</p> <ul style="list-style-type: none"> • Tidying of the main bathrooms, kids' area bathrooms, and upstairs bathrooms • Taking out garbage, wiping down counters, sweeping, etc.

WORK EXPERIENCE REQUIREMENTS
<ul style="list-style-type: none">• No specific work experience is necessary• Previous housekeeping experience considered
EDUCATIONAL REQUIREMENTS
<ul style="list-style-type: none">• No educational requirements