

JANITORIAL SUPPORT TEAM

Location: Church Campus, 3562 Flat Shoals Rd., Decatur, GA

Reports To: Director of Facilities

Supervisory Responsibility: No

Salary Range: Salary to be shared with applicants

Type of Position: Full-time, On-site

About New Life

At New Life Church, we see God's design for the church to be a Christ-led, growing, loving force. We are called to metro Atlanta to be this type of church through action that compels and equips people to become all that God has called them to be. In short: **we are called to transform the world around us by following Christ, growing in community, and loving others.** In other words, to **be the church.**

About the Position

The housekeeper, as part of a shift team, is responsible for maintaining overall cleanliness of New Life Church and Alliance Center and exterior grounds and will perform a variety of tasks that will support and prepare for services and events. This is accomplished by ensuring that the buildings and grounds are clean and in orderly condition for Church activities and facility rentals. Services mentality is key to this role as it is a huge part of creating a welcoming and authentic environment for all guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleaning, mopping, dusting, vacuuming, sweeping and trash removal in all facilities of the church (to include halls, classrooms, sanctuary, gym, kitchen, restrooms, and other areas as directed)
- Perform furniture set-ups/breakdown for campus activities
- Monitor the Church grounds daily to ensure they are clear of trash and debris.
- Responsible for communicating in a professional, polite, and courteous manner to all staff, members and guests of the church.
- Reports maintenance concerns via work order requests to appropriate personnel
- Maintains professional attire, image, and demeanor always.
- Must be able to work flexible hours to include days, evenings, weekends, and holidays.
- May perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES:

- Preferably high school diploma or GED equivalent
- Ability to solve practical problems and deal with a variety of situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work independently as well as with a team in a demanding environment with a high level of attention to detail.
- Exceptional degree of integrity, compliance, safety and self-awareness.

PHYSICAL DEMAND:

- The employee must regularly lift and /or move up to 50 pounds.
- Able to safely operate hand tools and vacuuming
- While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.