



## HOUSEKEEPING/SET-UP SUPPORT

### JOB DESCRIPTION

Part-time, non-exempt, up to 20 hours per week. Reports to the Facility Coordinator.

Responsible for assisting with and overseeing room set-up and break down for all ministry-related events and special events. Responsible for detailed cleaning of the facility.

### QUALIFICATIONS & REQUIREMENTS

- Agree with Providence Baptist Church's Statement of Faith
- Testify to a personal faith in Jesus Christ
- Demonstrate a lifestyle that glorifies God in actions, words, and deeds
- Understand and speak English using a two-way radio
- Ability to walk extensively throughout a shift
- Ability to compute own work hours and log them in the church's online payroll system
- Ability to use a computer, send and receive basic emails

### RESPONSIBILITIES

- Set up rooms according to room diagrams and special events. Must be able to move tables, stack chairs, work on a ladder, and work in stair towers
- Carefully follow set-up/tear down assignments as assigned by the Facility Coordinator
- Clean classrooms during set-up and tear down times. This includes: vacuum floors, dust and straighten furniture, clean windows, window sills, and AC units, remove spots from the carpets, and clean bathrooms
- Report any damage, loss of equipment, or concerns related to the special event back to the Facility Coordinator
- Pick up and return all linens to main storage area
- Keep all table storage areas neat and organized
- Clean common areas which include: vacuum hallways, clean public restrooms, clean glass windows, sweep/mop stair towers, remove trash and clean classrooms, remove trash and clean vending areas, and other areas as assigned with assigned chemicals
- Operate washing machine and dryer
- Clean main kitchen

### APPLY

Visit [pray.org/apply](http://pray.org/apply) and fill out the application.