

Part Time Cleaning Position

Department: Preschool and Children's Ministries

Reports to: Resource Coordinator

Effective Date: January 1, 2013

Summary

The part time position is designed to specifically clean the preschool and children's ministry classrooms. The following responsibilities reflect the needs of BYCS, Preschool Ministry areas and Children's Ministry area. The Facilities Department will jointly clean these areas as well, but not the same areas as this position designates.

Weekly cleaning/hourly wage

1. To be 10 hours per week
2. Hourly wage is \$11.

Primary Job Responsibilities

1. All classrooms in the preschool and children's ministry areas will get a deep cleaning two times a year, January and July (after VBS).
2. Each classroom will receive the following cleaning once a week:
 - a. Clean all counter tops
 - b. Clean all table tops and any furniture that needs cleaning because of specific activities.
 - c. Clean all sinks in Preschool classrooms. Children's classroom sinks will be cleaned once a month, but spot checked each week.
 - d. Clean sinks in the two kitchens upstairs. Located next to the MarketPlace room and one near the children's restrooms upstairs.
 - e. Clean both preschool resource room sinks each week.
 - f. Clean the preschool kitchen sink each week.
 - g. Dust specific areas of need, such as window sills and window blinds
 - h. Check baby cribs for specific cleaning of rails if evident of need
3. Check the Emergency/First Aid bags once a month for contents and replenishing of supplies.
4. Clean dry erase/marker boards located in the Children's classrooms upstairs at least once a month or more often as needed.

5. Launder costumes used by MarketPlace from the previous Sunday. These costumes will be in plastic baskets located in the men's and in the women's dressing rooms. Once the costumes are clean bring them back to the appropriate dressing room and hang in the designated areas.
6. Provide feedback to Resource Coordinator about the use of resources that seem wasteful or inappropriately used.
7. Inform the Resource Coordinator of any notes left behind by teachers that are specific needs for the classroom.
8. Report any need for cleaning supplies to the Resource Coordinator.

Qualifications

1. Understands the use of appropriate cleaning supplies needed for the job
2. Exhibits a high sense of responsibility to the task
3. Exhibits honesty and professionalism
4. Uses good people skills
5. Willing to be a team player
6. Uses good communication skills

Education and Experience

1. Has high school diploma or its equivalent
2. Has worked in the field or related area for two or more years

Language Skills

1. Able to read and interpret documents such as safety rules, operating and maintenance within the designated classrooms.
2. Uses good reporting skills

Reasoning Ability

1. Has the willingness to solve cleaning problems in a variety of circumstances
2. Has the ability to interpret instructions for cleaning

Physical Demands

1. Has the ability to lift tables and chairs when needed. The cleaning may require the movement of some furnishings within the classroom.

First Floor Classrooms to be cleaned once a week

Room 1100
Room 1102
Room 1103
Room 1104

Room 1105
Room 1106
Room 1107
Room 1108
Room 1109
Room 1110
Room 1111
Room 1112
Room 1113
Room 1114
Room 1115
Room 1116
Room 1118
Room 1122
Room 1123
Room 1124
Room 1125
Room 1127
Room 1128
Room 1129
Room 1131
Room 1132
Room 1133
Room 1134
Room 1136
Room 1138

Second Floor Classrooms to be cleaned once a week

Room 2103A BCD (4 separate rooms)
Room 2104
Room 2106
Room 2107
Room 2108
Room 2109
Room 2110
Room 2112
Room 2114
Room 2116
Room 2122 - MP Worship Room—just a spot clean of counter tops
Room 2130
Room 2132
Room 2121 (Marketplace Kitchen - Counter top, sink, stove top)

Clean these room as needed (May not need to be done each week.)

Room 2119—Resource Room - clean the counters and sink area.
Room 2117—Kitchenette (counters and sink)

Classrooms to be cleaned once a month (These rooms are vacuumed by our facility's staff once a week)

Room 1141

Room 1142

Room 1143

Room 1144

Room 1145