

## **Frontline Community Facilities Cleaner JOB DESCRIPTION**

### **Summary**

The Facilities Cleaner is a part-time employee (13 hrs./week, Monday, Wednesday and on Fridays or Saturdays) at Frontline Community Church (FCC). This position reports to the Facility Manager and is responsible for the cleaning and restocking of the Church, Calvary Hall, and office facilities. The Facilities Cleaner must be a member of FCC, committed to growing in their relationship with Jesus Christ, and expected to carry out their duties in a manner that reflects the mission, vision, and values of the church.

### **Overview**

The Facilities Cleaner will be responsible for cleaning and restocking the church building three times per week, with Calvary Hall and the office cleaned once per week.

### **Responsibilities**

Church: A thorough cleaning of the church building is required on Mondays and on Fridays or Saturdays, unless otherwise directed.

Office: A thorough cleaning of the office once a week, on Friday or Saturday.

Calvary Hall: A light cleaning is required once a week, while a deep cleaning is required once a month or after special events, as directed.

Hours: The cleaner will coordinate with their supervisor to set cleaning hours on the designated days: Monday, Wednesday, and Friday or Saturday, with additional cleaning, as directed, after events.

Duties will include, but are not limited to:

#### **Church:**

- Mop, dust, and vacuum all areas.
- Clean and restock all restrooms.
- Clean front and side door windows weekly or as needed.
- Clean all exterior windows monthly or as needed.
- Remove trash and recycling as needed.
- Clean the Family/Counseling room.
- Clean the Nursery area.
- Clean the church kitchen, including washing dirty kitchen towels at the oGice and returning them.

#### **Office:** Mop, dust, and vacuum all areas.

- Clean and restock all restrooms.
- Clean glass doors, windows, and railings as needed.
- Remove trash and recycling as needed.

#### **Calvary Hall:**

- Mop, dust, and vacuum all areas as needed or directed. Clean and restock all restrooms.
- Clean glass entry doors.
- Remove trash and recycling, as needed.
- Report any needed cleaning items or supplies to the Facility Supply Request channel on Teams.

### **Accountability:**

The Facilities Cleaner will report to and work under the supervision of the Facility Manager. A six-month probationary period will apply.