

JOB DESCRIPTION

Job Title: Housekeeper

Reports To: Chief Operations Officer

Length Of Contract: 180 Days (Part Time)

Summary: The Day Porter is responsible for the appearance of the Campus Center and the other buildings on campus.

Responsibilities Include But Are Not Limited To:

- Maintain the cleanliness of the cafeteria.
 - Daily Sweep and Mop,
 - Clean Tables
 - Keep tables looking neat and orderly
 - Empty Trash in dining room and kitchen
 - Any other task that arises during the course of a day to ensure the cleanly appearance of the dining room.
- Maintain the cleanliness of Campus Center's front entrance.
 - Sweep front porch
 - Empty trash
 - Wipe ledge as needed
 - Bathrooms are cleaned at night, but keep an eye out for filled trash cans, paper on floor, etc.
- Pick up trash around campus walkways.
 - Outside trash cans
- Respond to and clean up emergencies in any building.
- Help prepare the Campus Center for special events and lunches.
 - Setup and take down as well as clean for next day's normal activities
- Be available as needed for various tasks on campus throughout the day.
 - Event setup team, etc
- Take pride in the appearance and reputation of the school.

Qualifications:

- Committed to living and teaching a life of service to Christ in accordance with the FWC Statement of Faith.