

Gospel Outreach

Job Description

Housekeeping

Reports to: VP for Administration

Duties and Responsibilities:

- Cleans restrooms (weekly)
- Vacuums (weekly)
- Dusts windowsills, shelves, end tables, file cabinets, un-occupied desks, etc. (quarterly)
- Notifies Inventory/Supply Coordinator when supplies are running low.

Essential Knowledge, Skills, and Abilities:

- A passion for the mission of Gospel Outreach
- Ability to maneuver vacuum cleaner and handle cleaning supplies safely

Schedule:

- Flexible. Preferably not during office hours.