



JOURNEY

EST. OF FAITH 1911

JOB DESCRIPTION

Night Time Cleaning Crew (Part Time; Seasonal)

Reports to: Campus Manager & Evening Facilities Supervisor
Job Type: Part-Time; Seasonal
Membership: Required to be a member or regular attender upon hire

POSITION SUMMARY

As part of a team, work to keep the church and school campus clean and stocked with supplies. This position is responsible for cleaning the many rooms, bathrooms, kitchens and general areas around the campus. The schedule is Friday 2:30pm-11:00pm and as needed Monday through Thursday from 3pm to 11:30pm. Some weekend Saturday and Sunday shifts are also needed from 8:00am to 4:30pm. This position is a seasonal, part time role.

PRIMARY QUALIFICATIONS

- Ability to clean quickly and steadily
- Reliable for consistent attendance
- Able to lift heavy equipment such as vacuums, trash cans, etc.
- Able to move tables and chairs when cleaning floors.
- Strong work ethic to clean and encourage team mates to work hard together
- Able to build relationships on the team to support each other when cleaning the campus
- Respectful and positive when interacting with staff and churchgoers
- Trustworthy to lock up campus at the end of the night

ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS

Weekday Duties & Responsibilities

- Clean assigned areas by dusting, sweeping, mopping and vacuuming
- Wash walls, polish mirrors, clean windows and blinds
- Clean bathrooms including toilets, urinals, sinks, counters, and floors
- Take out trash and recycled items and wipe bins
- Other duties as assigned

Sunday Duties & Responsibilities

- Clock in at 8:00am and get handheld radio
- Start day checking Guest Services restrooms for supplies (toilet paper, paper towels, soap)
- Proceed to check restrooms on all three floors of the Harbor Building for supplies
- Check all restrooms every 30 minutes to make sure they look clean & stocked
- Walk around campus to make sure everything looks clean & trash is picked up
- At 12:00pm start vacuuming lower E and F buildings (rugs and carpets)



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- Clean restrooms in lower E and F building
- Empty trash in lower F break room, F-1 classrooms and adult restrooms, F-2 classrooms and outside two trash cans that have diapers in it
- Go to Guest Services restroom to clean, vacuum and remove trash. Restock TP, paper towels and soap
- Go to Harbor to clean & restock restrooms on all 3 floors
- Vacuum all rooms in Harbor on 1st and 2nd floor; spot vacuum 301-304 Harbor Building

ABOUT JOURNEY OF FAITH

Our Journey began in 1911 with a small group of 30 families wanting to share the love of God in the beach cities of the South Bay. With practical Bible teaching and a heart for service to the community, the congregation grew out of their first two locations in Hermosa Beach. In 1957, the leaders of the church purchased the Manhattan Beach property, and called it, “four acres of faith.” After many years of growth and with the vision of raising up the next generation of Jesus followers, Journey proudly opened the doors to their second campus earlier this year in the neighboring city of Torrance.

We are humbled and honored to have 107 years of history in the South Bay, serving over 3,000 people each Sunday. Journey is a church on a mission, following God’s call for us, and where he wants to lead us next. We are looking for team members who want to be part of this mission.

Journey of Faith’s mission statement: *To bring glory to God by loving God, loving people and making disciples.*

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum