



**JOURNEY**  
EST. OF FAITH 1911

## **JOB DESCRIPTION**

### ***Special Events and Weekend Facilities***

Reports to: Campus Manager  
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 preparing rooms and campus areas for meetings, classes and special events as well as for cleaning the many rooms, bathrooms, kitchens and general areas around the campus. The schedule varies for special events and weekends and may include Monday through Friday from 3pm to 11:30pm and weekends from 8:00am to 4:30pm. This position is a seasonal, part time role.

## **PRIMARY QUALIFICATIONS**

- Respectful and positive when interacting with staff and churchgoers
- Ability to clean quickly and steadily
- Reliable for consistent attendance
- Able to lift heavy equipment such as tables, chairs, vacuums, trash cans, etc.
- Able to move tables and chairs when cleaning floors or changing room configurations.
- 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
- Trustworthy to lock up campus at the end of the night

## **ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS**

- Monitor Guest Services restrooms for supplies (toilet paper, paper towels, soap)
- 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
- Vacuum lower E and F buildings (rugs and carpets)
- 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
- Clean, vacuum and remove trash in Guest Services restroom. Restock TP, paper towels and soap
- Clean and restock Harbor restrooms on all 3 floors
- Vacuum all rooms in Harbor on 1<sup>st</sup> and 2<sup>nd</sup> floor; spot vacuum 301-304 Harbor Building
- Other duties as assigned



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## **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