

Brookland Baptist Church Vacancy Announcement

Job Title: Maintenance I - Custodian/Housekeeper	Vacancy #: 2020-01	Number of Vacancies: 3	Type of position: <input checked="" type="checkbox"/> Part-time	Opening Date: 01/10/20	Closing Date: When Filled
Contact: For additional information, please contact Tim McAllister (803) 744-7905			Mail your application to: Brookland Baptist Church, Job Search, PO Box 2093, Columbia, SC 29202		

Primary Duties and Responsibilities:

- Vacuum and shampoo carpeted floors
- Sweep, scrub and mop tile floors
- Dust and polish desks, tables, bookshelves and flat surfaces
- Clean and sanitize all toilets and urinals
- Maintain all dispensers (soap, towels, toilets & disinfectants)
- Empty all trash cans and replace liners (wash containers as needed)
- Set-up and breakdown rooms for meetings, dining or other events to exact written or oral specifications
- Maintain glass surfaces and doors
- Discard leftover food, trash and other debris
- Request and maintain cleaning supplies
- Report problems
- Keep grounds litter free
- Take direction from supervisor on projects and priorities
- Maintain a friendly, positive disposition at all times
- All other duties and tasks as assigned

Requirements:

- High school graduate and two years experience or any equivalent combination of education, training and experience
- Valid driver's license

- Operate commercial maintenance equipment and perform general custodial/housekeeping duties
- Good health & physical condition
- Good personal appearance and cleanliness at all times
- Be a team player and relate well to church members and all external customers
- Good attitude and willingness to work
- Ability to practice good work habits at all times
- Must be flexible
- Ability to work non-traditional hours and weekends

Applications must be RECEIVED at the address listed above by the closing date.