

Job Description

St. Luke's Episcopal Church, San Antonio

I. Title: Housekeeping – Part-Time, evenings 25-28 hours per week.

II. Scope: Responsible for janitorial services, room setup, and building services.

III. Job Duties and Responsibilities:

A. Building Set-up and Clean-up

- Clean and set up all rooms and building areas as scheduled.
- Ensure all scheduled areas of the building are clean and maintained.
- Prepare and provide refreshments, equipment, seating arrangements, and other requests as requested by ministries.

B. General Facility Maintenance of Building and Grounds including but not limited to the following:

- Clean and stock restrooms and kitchens.
- Be observant of building and grounds to report or act on any unsafe conditions or areas in need of repair.
- Maintain grounds, including sidewalks and entrances, as directed. Pick up trash on grounds to ensure the parking lot is free of trash and obstacles, as requested.
- Clean glass doors and windows.
- Painting, light construction, and repairs as directed.

C. Work Schedule

- Monday-Friday 4-9:30 pm

IV. Reporting Relationships:

A. I report to the Lead Sexton and Facilities Manager

V. PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS

- Capable of working in a fast-paced environment under stressful situations.
- Must be able to walk and stand for long periods of time.
- Must respond to multiple task interruptions to provide service to all ministries.
- Ability to lift up to 40 pounds.

Application Instructions: To apply, please send resume to angieh@slecsa.org