

HOPE CHURCH
77 W. 11th St., Holland, MI 49423

JOB DESCRIPTION

- Title:** HOUSEKEEPER
- Reports to:** Church Administrator
- Hours of Work:** This is a part-time hourly position averaging 1-1.5 hours per week on Monday mornings with additional hours for special church events.
- Position Purpose:** To manage the activities of the church kitchen.
- Job Summary:** This person provides support for the church program and works under the direction of the administrator. It is the expectation that the entire staff will work cooperatively to fulfill the mission of the church.

Essential Duties and Responsibilities

Washing dishes and cleaning up the kitchen appliances and counter tops after each Sunday and its events including the cleaning of communion ware when necessary.

Working in the kitchen for church fellowship activities when asked.

Doing the kitchen laundry (dish cloths and towels) - remuneration for which is one hour's pay. Normally once a month (check supply in drawer to see when we are getting low).

Deep cleaning of the kitchen twice a year.

Keep fridge and freezer contents current.

Perform non-standard duties as directed by supervisory staff.