

# Brookland Baptist Church

## Vacancy Announcement

<b>Job Title:</b> Maintenance I - Custodian/Housekeeper	<b>Vacancy #:</b> 2017-19	<b>Number of Vacancies:</b> 2	<b>Type of position:</b> <input checked="" type="checkbox"/> Part-time 6:00pm – 9:00pm,	<b>Opening Date:</b> 11/06/17	<b>Closing Date:</b> 12/01/17
<b>Contact:</b> For additional information, please contact Ardella Hickson (803) 796-7525 ext. 158			<b>Mail your application package to:</b> <b>Brookland Baptist Church, Job Search, PO Box 2093, Columbia, SC 29202</b>		

### Primary Duties and Responsibilities:

- Vacuum carpeted floors
- Sweep and mop tile floors
- Dust and polish desks, tables 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
- Maintain glass surfaces and doors
- Keep grounds litter free
- Take direction from supervisor on projects and priorities
- Maintain a friendly, positive disposition
- 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
- Ability to learn and follow all housekeeping and maintenance standards
- Operate commercial maintenance equipment and perform general custodial/housekeeping duties
- Good physical condition
- Good personal appearance and cleanliness
- 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

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

## **GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

### **1. EVALUATION METHOD**

Qualified applicants may be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience and education as outlined in the application and resume.

### **2. HOW TO APPLY**

Applicants must submit a completed application and resume. This information should be mailed to the address given on the vacancy announcement by the closing date.

### **3. OTHER REQUIREMENTS AND INFORMATION**

To be considered, the information must be received or postmarked no later than the deadline indicated on the announcement.

Relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation.

The selected applicant will be subject to drug testing by urinalysis prior to appointment.

### **4. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of color, race, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.