

Sexton
Lutheran Church of the Holy Spirit
57 Hurlbut Street, Albany, NY 12209

Building use varies during the week, with the heaviest use on Sunday mornings. Cleaning tasks are performed according to established procedures, and minor maintenance tasks are performed under direct supervision or according to specific instructions.

Typical work activities:

*Performs cleaning of facilities—sanctuary, 2 offices, 2 classrooms, kitchen, fellowship hall—including vacuuming, mopping, dusting, washing and cleaning of floors, walls, woodwork, windows, furniture, etc.

*Clean and maintain 3 restrooms:

*Empties wastepaper baskets and disposes of rubbish;

*Clears snow and ice from sidewalks, doors, entryways;

*Maintains grounds by picking up trash and debris; raking leaves from walkways

*May perform minor maintenance tasks such as replacing light bulbs, etc.

Qualifications:

*high school or equivalent (preferred)

*working knowledge of building cleaning practices (including safety measures), supplies and equipment

*good physical condition (building has three levels, one level accessible only by stairs)

Salary: \$13/hour

Job type: part time, 8-10 hours per week

Schedule: flexible

Supervisor: Property Committee chairperson

Note: A background check will be required.

Resumes with contact information should be emailed to jobs.holyspiritalbany@gmail.com.

No phone calls please¹.