Position: Cleaner

Reports to: Program Director

Classification: Part Time; approximately 2-4 hours per week

Schedule: Availability on Mondays from 9am-3pm during the programming year. Responsibilities and weekly hours may vary.

Pay Range: negotiable, starting $15

Job Description and Expectations

The Cleaner supports weekly Monday Meets programming through cleaning spaces in the area of operation. This role assists staff in creating a welcoming, organized, and safe environment for mothers and children while helping ensure smooth program operations before, during, and after Monday Meets.

The ideal candidate has a heart for ministry with mothers and their children, loves Jesus Christ, and is committed to His Church.

Key Responsibilities

- Excellent verbal and written communication skills
- Works well with others
- Maintain a set budget and supply safe storage for cleaning supplies
- Efficient and detail oriented
- Self-starter, able to work independently
- Maintains accurate records of cleaning via a checklist
- Strong organizational skills
- Maintain confidentiality and professionalism in all interactions
- Perform additional duties as needed to support program operations

Qualifications & Skills

- Able to lift, bend and carry as needed for cleaning responsibilities
- Previous Cleaning experience preferred
- Maintaining strict confidentiality concerning all participants of Hope Unexpected
- Flexible schedule
- Reliable personal transportation required to use as needed for job tasks

Interested candidates, please email resume to Program Director at Byron Center

Cleaning Expectations/Tasks - Byron Center ONLY

Week 1 Cleaning

Bathroom (Women's and Men's)

- Clean toilets, wipe down stall doors and locks, counters, mirror, empty all trash. Wipe window sill ledges. Sweep or vacuum floors.

Infant Nursery

- Straighten toys and furniture, wipe down changing area, wipe handles, wipe knobs, empty all trash, replace trash bag, vacuum

Toddler Nursery

- Straighten toys and furniture, wipe down changing area, wipe handles, wipe knobs, empty all trash, wipe out diaper pail, replace trash bag, vacuum

Children's Rooms

- Straighten furniture, wipe down tables and counters, wipe down knobs and handles, wipe window sills, vacuum, empty all trash and replace trash bag

Steps to upstairs FCL room

- Vacuum or wipe down steps and window sills, dust for cobwebs

Offices

- Empty staff office trash and replace bag

Week 2 Cleaning

Bathroom (Women's and Men's)

- Clean toilets, wipe down stall doors and locks, counters, mirror, empty all trash. Wipe window sill ledges. Sweep or vacuum floors.

FCL Rooms (both upstairs and main floor)

- Straighten furniture, dust all surfaces, wipe window sills, empty trash, vacuum

Hallway

- Wipe down shelves, dust for cobwebs, vacuum

Kitchen

- Wipe down kitchen counters, empty trash and replace bag, wipe out refrigerator, throw out expired items, sweep floor

Offices

- Empty staff office trash and replace bag