



Church Of God In Christ, Inc.
Office of Business Management
 938 Mason Street
 Memphis, TN 38126

Job Title:	House Keeping & Maintenance	FLSA Status:	Non-Exempt
Department:	Saints Academy	Reports To:	Supt. Of Properties
Location:	Lexington, MS	Travel Required:	Minimal
Level/Salary Range:	Commensurate w/ experience	Position Type:	Full-time
Office Hours:	Staggered b/w 6:00am and 5:00pm	Date posted:	4/14/16
Will Train Applicant(s):	Yes	Posting Expires:	5/5/16

Applications Accepted By:

FAX OR E-MAIL:

901.947.9392 or hr@cogic.org

Subject Line:

Attention: HR Department/ House Keeping & Maintenance Posting

MAIL:

Paula C. Hearn

Office of Business Management,
 Church Of God In Christ, Inc.

938 Mason Street

Memphis, TN 38126

Job Posting

THE ORGANIZATION

Church of God in Christ, Inc. (COGIC) is a Christian organization in the Pentecostal-Holiness tradition. The membership is predominantly African-American with more than six million members. COGIC has congregations in 63 countries around the world.

JOB SUMMARY/OBJECTIVE

The position of Housekeeping/Maintenance is multifaceted. The Housekeeping/Maintenance person is responsible for securing, protecting, monitoring and maintaining property to assure that it is workable and presentable at all times.

ESSENTIAL DUTIES AND MAJOR RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

HOUSEKEEPING RESPONSIBILITIES

- Dusting, sweeping, mopping, vacuuming offices restrooms, classrooms and sanctuary. Moving boxes, furniture etc.
- Maintain a clean perimeter on the outside of the property or building.

MAINTENANCE RESPONSIBILITIES

- Identify maintenance and/or repairs needed pertaining to the property.
- Assist with completion of all repairs and maintenance of Saints Academy property under the direction of the Building & Grounds Supervisor or the Superintendent of Properties.
- Participate in the maintenance and safety of property.
- Perform carpentry – Minor drywall repairs, paint, windows, doors, woodwork and other parts of building structures.
- Perform other related duties as required and assigned.

WORK ENVIRONMENT

This job operates in a campus environment. This role routinely uses standard equipment and tools to maintain and repair the property.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EXPECTED HOURS OF WORK

Normal work days are Monday through Friday. Hours may be staggered between 6:00 a.m. and 5:00 p.m. This position may require additional hours and weekend work.

TRAVEL

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

PREFERRED EDUCATION AND EXPERIENCE

- High School Diploma or GED with a minimum of 1 year experience in the housekeeping & maintenance.
- Ability to communicate.
- Ability to work independently without constant supervision.
- Willing to accept instructions and/or directions.
- Knowledge of the duties priorities and goals of this position outlined.
- General knowledge of plumbing, electrical and carpentry.

EEO STATEMENT

COGIC is an Equal Opportunity Employer.

BACKGROUND CHECK

Job offers at COGIC are conditioned upon background checks.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.