

NYSUM
Housekeeping - Full Time
(40 hours per week)
Job Description

The purpose of the Housekeeping position is to keep rooms clean, sanitary and welcoming.

I. Housekeeping Responsibilities Overview

1. Dedicated to maintaining cleanliness and upkeep for facilities and rooms.
2. Skillful in quickly preparing rooms for guests and overseeing laundry.
3. Positive, energetic, professional and comfortable working with minimal supervision.
4. Serves to kindly greet and welcome guest.
5. Remove potentially unsafe /broken items from the area in order to utilize working space efficiently.
6. Work schedule and assignments are determined by the Housekeeping Supervisor
7. Serves in other areas of NYSUM'S ministry when needed and when assigned such as annual banquets, pastors meeting, partners meetings etc.
8. Assist NYSUM Guests in the evenings and during weekends on selected times

II. Outreach Leader – Report to Ministry Services Director

1. Has the opportunity to lead and train hundreds of NYSUM teams and short term missionaries for “hands-on” inner city ministry in NYC but not limited to:
 - Open Air Street Meetings
 - Block Parties, City Festivals
 - Soup Kitchens, Food Truck Compassion Ministry
 - Late Night Homeless Outreaches

III. Priorities and Parameters

Mature & Stable Christian with a heart to serve others

- a. Hard worker that is energetic and passionate about ministry
- b. Serves during Special Events
- c. Serves in other areas of NYSUM'S ministry when needed and when assigned
- d. Living on Campus preferred

IV. Typical Schedule

- a. Mon. – Fri. 8am – 4pm, 9am – 5pm, 10am – 6pm
- b. Alternate Week(s) Sometimes Split Shifts will be needed
- c. Tues. – Sat. 9am – 5pm or 8am – 5pm, 11am – 7pm
- d. Shifts are dependent upon the need of the ministry
- e. On selected times, lead ministry team

IV. Salary:

1. This is dependent upon job skills

VI. Benefits

- a. Paid Vacations, holidays & sick time available
- b. 403B Retirement Plan
- c. Meals on site: NYSUM provides 1 meals while on your shift at no charge