



N.C.C.

Simply in Love with Jesus

# Housekeeping Co-ordinator

## Purpose and Task

Directly accountable to: Operations Facilitator  
Purpose of the Housekeeper:

The primary purpose of the Housekeeping Co-ordinator is to serve the Lord Jesus Christ by ensuring that the internal premises of NCC are clean and tidy and ready for use by NCC.

Tasks of the Housekeeper to fulfil above:

The Key task of the Housekeeping Co-ordinator is that of servanthood. The primary task is to create a clean and welcoming environment thus helping NCC to fulfil her ultimate purpose in Christ outlined in her vision statement "To take the lost and turn them into ministers of God".

A summary of the key tasks are as follow:

- o To clean areas as designated: Offices & toilets etc. at Seymour Avenue Campus.
- o To ensure that the main auditorium, toilets and entrance halls are clean prior to the Sunday morning service and one off events within the Wesley Campus.
- o To ensure the toilets are provided with adequate toilet paper, paper towels and soap.
- o To order any cleaning materials that needs to be purchased.
- o To report to the Operations Facilitator any damage that has occurred on site to any item or part of the building.
- o To support the Leadership of NCC by:
  - a. Maintaining loyalty towards the NCC Leadership at all times and in all situations.
  - b. Promoting and serving the vision of NCC and setting an example of lifestyle for others to follow.
  - c. By being actively involved in all the activities and life of NCC wherever possible, including regular participation in the life of a "Cell".
  - d. To furnish the NCC Leadership with any information as required.
  - e. Attending and complying with "Track 1" of the Partnership manual.

## Requirements / Abilities / Availability

- o Availability on a weekly basis during business hours – ideally a set day each week.
- o NCC Track 1 Partner
- o Methodical and organised
- o Reasonable health and strength

## Hours

This role provides 6 hours per week with overtime also available during busy periods.

## Newquay Christian Centre

### HEAD OFFICE located at:

Seymour Avenue	Main switchboard: 01637 875114
Newquay	Facsimile: 01637 877337
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