

**Statement of Work (SOW)
For
Housekeeping Services
at
La Trinidad United Methodist Church
300 San Fernando
San Antonio, Texas 78207**

Reference: Request for Quote (RFQ) LTUMC-2024-0001

1. General Description-Position Description-Housekeeping Services

1.1. The housekeeper (known as the Contract Service Provider {CSP}) shall provide services IAW Position Description at La Trinidad United Methodist Church (LTUMC), 300 San Fernando St, San Antonio, TX 78207. The CSP shall use tools, material, products and equipment provided to create a clean, sanitary and healthy environment. The CSP shall provide services to the church area and assorted rooms to include offices, utility rooms, restrooms, gymnasium and building grounds. The CSP shall maintain the building, grounds and equipment in a clean and sanitary condition.

1.2. The CSP shall use basic housekeeping cleaning skills and experience to provide the overall cleanliness and aesthetics of the church's interior and its contents. Basic housekeeping tasks include, but are not limited to, cleaning and sanitizing the rooms by removing and disposing trash, recycling products, and dusting, sweeping, mopping, vacuuming and replenishing supplies throughout. The CSP shall ensure excellence in housekeeping sanitation and safety of the church. All tasks shall be coordinated with the Senior Pastor.

1.3. The CSP shall report to the LTUMC Senior Pastor or Associate Pastor for direction on all tasks and issues in question. The CSP shall work independently within established housekeeping procedures associated with the specific job function. The CSP shall have prior experience in all housekeeping skills relevant to the job.

1.4. Adhere to strict health and safety requirements.

1.5. Utilize cleaning practices that protect equipment and furniture.

2. Duties-The CSP shall:

2.1. Maintain a clean and sanitary environment throughout the entire church facility to include but not limited to all rooms on all floors and the outside grounds using appropriate housekeeping methods.

2.2. Vacuum, sweep and mop floors. Sanitize restroom facilities to ensure the building's occupants have a clean environment.

2.3. Collect and dispose of trash and recyclable material and products at least twice a week and place in large city furnished bins/containers. Place trash and recycle bin/containers at appropriate curb prior to pickup days. Trash shall need to be removed and disposed of during church events.

2.4. Clean trash and recycling containers as needed (i.e. wash outside).

2.5. Keep supplies in dispensers at full capacity such as paper towels, toilet paper, soap, and sanitizers.

2.6. Provide immediate response to maintenance or other crises throughout the facility to the Senior Pastor or Associate Pastor.

2.7. Maintain a complete list of maintenance items completed on a church furnished binder. Report all other major and minor facility maintenance needs in writing to the Senior Pastor.

2.9. Water outside plants and vegetation to include trees.

2.10. Dust and wipe down chairs, pews and podiums throughout the church.

2.11. Keep janitorial, utility, gym storage and outdoor storage areas clean and organized.

2.12. Flush toilets, turn on faucets weekly, and reset the floor drains.

2.13. Empty trash cans at least twice weekly into trash and recycled bin/containers.

2.14. Clean windows and mirrors.

2.15. Report lost property and provide to appropriate members.

3. Housekeeping-The CSP shall:

3.1. Prevent unauthorized access or loitering into and around the building. Notify authorities (e.g. police, fire, and/or church staff appropriately) of suspicious activity.

3.2. Check and lock doors on the inside and outside of the facility.

3.3. Check lights, water and/or gas utilities for off position when not in use.

3.4. Check thermostats periodically throughout facility for proper setting.

3.5. Notify Senior Pastor when supply inventory is low and requiring additional quantities so a purchase order can be made.

3.6. Maintain supplies in dispensers to include but not limited to trash bags, paper towels, toilet paper, soap, and sanitizers.

4. Church Kitchen Duties: The CSP shall:

4.1. Sweep/mop gym floor, kitchen, and restrooms after every event as assigned by Senior Pastor and/or Associate Pastor.

4.2. Take out the trash and replace trash bags after every event as assigned.

4.3. Replenish consumables in the restrooms and kitchen after every event so that it is ready the next day as assigned.

4.4. Clean the entire kitchen as needed to include but not limited to washing any dishes in the sink, throwing trash left, replacing trash bags, refilling supplies, putting away all utensils, dishes, pots and pans, clean the appliances, shelving and countertops. The CSP shall clean out the refrigerator of all spoiled items and clean the interior of the refrigerator. The CSP shall return the kitchen area to a clean, organized kitchen.

4.5. Use the church laundry facilities to wash, dry, and fold tablecloths, napkins and any soiled linens used by the church.

4.6. Perform other duties as assigned within the scope of the SOW.

5. Qualifications, Requirements and Skills-The CSP shall:

5.1. Have a High School Diploma or equivalent.

5.2. Work well with other cleaning or custodial personnel.

5.3. Able to efficiently meet cleaning needs with minimal supervision.

5.4. Able to understand verbal instructions.

5.5. Able to read, understand, follow and enforce safety procedures.

5.6. Able to understand written and verbal communication.

5.7. Have 2-4 years of related experience or 2 years prior job experience that may be applicable.

5.8. Agree to background check and drug screen when required.

5.9. Be able to lift 30 lbs. and manipulate heavy objects.

5.10. Be able to move about the Church grounds without any restrictions

5.11. Be able to operate vacuum cleaners and other related items. Able to safely use cleaning equipment and supplies.

5.12. Be knowledgeable of Occupational Safety and Health Administration (OSHA) requirement

6. Physical Demands-The CSP shall:

6.1. Be able to stand, bend, and kneel for prolonged period of time while performing job duties.

6.2. Be able to lift 30 lbs.

6.3. Be able to move about the Church grounds without any restrictions.

7. Personal Protective Equipment: None, except as provided and required by the church.

8. Schedule of Duty Hours: A maximum number of 8 hours per week, Monday and Thursdays, 8am to 12 pm.

9. QUOTE: \$ _____
HOURLY RATE

11. I have read, understand and agree to perform the tasks and duties outlined in this position description. I certify that I can perform the duties of this position without accommodation.

Signature Date

I approve the signed acceptance by the contract service provider to provide the required housekeeping services.

Approved by Date