

Job Description: Janitorial Custodian

Reports to: Pastor

Status: Part time; 15-20 hours per week (no benefits)

Job Description and Responsibilities

Position Summary:

The purpose of this position primarily consists of general custodial/janitorial duties such as sweeping, mopping and vacuuming floors, taking out trash, dusting furniture and shelves, and cleaning restrooms. The position sweeps and mops floors, vacuums carpets, clean rugs and dust furniture. Additional jobs include collecting and removing garbage. Cleaning and restocking, bathrooms and cleaning windows.

Personal Qualifications:

- 1) Committed disciple of the Lord Jesus Christ.
- 2) Has a teachable spirit.
- 3) Self-motivated leader.
- 4) Be responsible for the cleanliness of the church campus buildings ensuring that they are clean in representing Christlikeness.

Position Responsibilities:

- 1) Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written instructions.
- 2) Inventory cleaners and other supplies and submitting requests when items need to be replenished.

Weekly

- 3) Empty all trash containers and replace liners in all buildings.
- 4) Pick up and dispose of all materials left in building A chairs after worship.
- 5) Dust all surfaces including furniture, cabinets, blinds, and window ledges in all buildings.
- 6) Clean and sanitize drinking fountains in all buildings.
- 7) Vacuum all mats and rugs in all buildings.
- 8) Sweep in corners in all buildings.
- 9) Sweep and wet mop hard floor surfaces of foyers and classrooms in all buildings.
- 10) Sweep and wet mop and sanitize floors in all restrooms.
- 11) Clean and disinfect all toilets in all restrooms.
- 12) Keep restrooms fully stocked with essential supplies such as soap dispensers, paper towels, and toilet paper.
- 13) Clean toilet and urinal partitions.

- 14) Disinfect all sinks.
- 15) Clean mirrors.
- 16) Wipe and sanitize all classroom tables.
- 17) Clean entrance doors
- 18) Straighten chairs and tables in worship space and classrooms

Monthly

- 19) Clean kitchen and sanitize counters.
- 20) Put away clean dishes in kitchen.
- 21) Spot clean carpet stains.
- 22) Spot clean chair stains.
- 23) Sweep buildings C and D floors.

To Be Notified Of Dates

- 24) Clean baptistry before and after each baptism.
- 25) Wash, dry, fold, and put away table cloths after each use.
- 26) Clean buildings used for weddings before and after.
- 27) Clean buildings used for funerals/visitations before and after.

Position Benefits:

- 1) HOLIDAY AND VACATION POLICIES do not apply to this position.
- 2) Any salary increases will be by the recommendation of the Personnel Team to the elders and approved by church body during annual budget approval.