



LOVE GOD. BUILD THE HOME. CHANGE THE WORLD.

## **Position Description: Janitor**

### **Position Overview**

The Janitor shall be responsible for the maintenance and cleanliness of church properties, in accordance with daily and weekly activity schedules. The Janitor shall also be assigned duties associated with refurbishment, to include, but not be limited to stripping, waxing, painting and carpet extraction. The Janitor shall assist the Facilities Maintenance Supervisor with maintenance activities as needed. This is a part time position, requiring 20 – 25 hours weekly; flexibility necessary to accommodate special events.

### **Accountability**

The Janitor reports to the Facilities Maintenance Supervisor.

### **Qualifications**

The Janitor will:

- Have a personal relationship with Jesus Christ as Lord and Savior and a desire to serve.
- Perform all duties in accord with the mission of St. Paul's and the vision of the pastors and leadership team.
- Demonstrate a proven track record of cleanliness, confirmed by favorable recommendations.
- Be self-directing, self-managing, and demonstrate exemplary time management skills.
- Be dedicated to high standards, demonstrate attention to detail, and have the ability to work well with others.
- Possess the ability to perform occasionally strenuous activities associated with the position.

### **Responsibilities**

In accord with the purpose, core values, and vision of St. Paul's Lutheran Church, the Janitor will:

- Clean offices, classrooms, and common areas as assigned, including (but not limited to) floors, walls, ceilings, furniture, doors, and windows.
- Clean the Worship Center once weekly as directed, or more often as holidays and special events dictate.
- Empty all trash containers twice daily.
- Clean and disinfect kitchen and restrooms daily.
- Maintain paper supplies in kitchen and restrooms.
- Perform routine stripping, waxing and painting as directed by the Facilities Maintenance Supervisor.
- Assist with maintenance jobs as needed and directed by the Facilities Maintenance Supervisor.
- Assist with meeting room and classroom set up (table/chairs/equipment) in accordance with daily and weekly building usage and activity schedules.
- Secure church property at the end of the day/event (when present) by ensuring that all church and warehouse doors are locked.
- Work a flexible schedule to allow for the occasional coverage of special church events on weekends.
- Perform the duties of the Facilities Maintenance Supervisor when he/she is absent.