

Chesapeake Conference of Seventh-day Adventists
Job Description
Church/School Janitor

Job Overview

Provide cleaning for the church/school facilities to ensure that the facilities are clean and ready for use prior to the next service or function. The church/school janitor needs to be a member of the Seventh-day Adventist church and attend the _____ church on a regular basis.

Responsibilities, shall include, but not limited to the following

The church/school janitor's responsibilities include, but are not limited to:

- Cleaning floors, bathrooms, furniture, windows, and other surfaces in the facility
- Picking up trash from outside sidewalks and entry areas
- Emptying trash receptacles into the dumpster
- Reporting when supplies are needed
- Reporting any items needing maintenance or repair to the head deacon/head teacher
- Immediately reporting any on-the-job injury to the church/school treasurer or pastor
- Accurately recording all hours worked and submitting those hours on a time report to the church/school treasurer by the _____ of each month
- Requesting permission to work overtime from the senior pastor/head teacher prior to working more than 40 hours in one week

Education/Skills

- Recognize when an area or item needs cleaning
- Receive and implement any recommendations or suggestions for change or improvement
- Knowledge and appropriate use of cleaning agents and equipment needed to clean church/school
- Relate pleasantly to all individuals at the church/school facility

Physical Requirements

- Stand and/or walk for several hours at a time
- Bend and reach over head
- Occasionally lift up to 40 pounds.