



JOB TITLE: Janitor

DEPARTMENT: Facilities

REPORTS TO: Facility Manager

PRIMARY DUTIES AND RESPONSIBILITIES:

Responsible for providing a clean, safe, and well-maintained facility. Daily tasks include cleaning restrooms, gathering and emptying trash in multiple buildings, sweeping, mopping, vacuuming, dusting, restocking supplies and sanitizing the entire campus. Additional duties include moving desks, tables, chairs, clean windows and utilize a carpet cleaner and do minor repairs. Setting up and breaking down furnishings and equipment for school and church events; including church services, assemblies, meetings, luncheons and sporting events. Deliver light to heavy items/packages around campus.

KNOWLEDGE, SKILLS AND ABILITIES

- Minimum 3 years of Janitor work experience
- Complete work orders as requested
- Work independently
- Work effectively with staff, volunteers and congregants using courtesy, patience and discretion at all times
- Possess proficiency of the English language, including the ability to understand and communicate effectively with others.
- Must be proactive
- Ability to follow instructions provided in oral, written or diagram form. Read and interpret documents such as safety rules/policies, operations instructions
- Observe proper safety protocols.
- Basic knowledge of computers and mobile phone apps

PHYSICAL REQUIREMENTS

- Physical demands include daily standing, walking, stooping, kneeling, squatting, bending, and the ability to push, pull
- Lift and/or move objects weighing 50 lbs. or more
- Repeat the same movements
- A strong physical stamina is essential
- Capable to reach overhead, above the shoulders and horizontally
- Use their hands to handle, control, or feel objects, tools, or controls
- Peripheral vision and depth perception

REQUIREMENTS

Will be required to pass a criminal background check from the Department of Justice and must show the right to work in the United States.