

Northern California Conference
Job Description

DATE:	November 3, 2022	Title:	Church Janitor		
LOCATION:	607 S. 19 th Street Richmond, CA 95467	Wage/Salary:	\$ 17.52		
STATUS:	Part-time/Regular	ERI Category:	17		
REPORTS TO:	Pastor	Job Code:	A	Step:	1

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

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Vacuums carpeted areas and chairs
2. Cleans and polishes wood furniture
3. Sweeps, scrubs, waxes, and polishes floors, restrooms and kitchen
4. Clean and sanitize all restrooms, restocking as necessary
5. Empties waste baskets and transports trash to disposal area
6. Maintains equipment and supplies
7. Is responsible for setting up/taking down equipment and opening/closing doors for church functions and makes sure that lights are turned on/off
8. Cleans all drinking fountains
9. Replenished paper supplies in dispensers
10. Dust surfaces throughout the facility (including artificial plants)
11. Maintain a clean environment for the outside of the church. Checking outside sidewalks and entry areas and picking up any trash found there. Keep walkways, breezeways, and entrances swept or blown as necessary
12. Reporting when supplies are needed and reporting any items needing maintenance or repair to the head deacon
13. Perform other related duties as assigned by supervisor
14. Set the alarm when leaving the Church.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Previous janitorial and/or maintenance experience is required. Ability to recognize when an area or item needs cleaning, and an ability to receive and implement any recommendations or suggestions for change or improvement. Knowledge of, and appropriate use of, cleaning agents and equipment needed to clean church.

Language Skills

Has ability to read labels and understand written instructions on packaging. Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to communicate clearly both verbally and in writing.

Mathematical Skills

Knowledge of basic math.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities

Ability to relate pleasantly to all individuals at the church facility. Knowledge of operating a vacuum cleaner, rug cleaner, waxing machine, polisher, and similar equipment is essential.

Physical Demands

Have ability to stand and/or walk for several hours at a time. Must be able to spend long periods of time standing, walking, reading, stooping, kneeling, crouching, crawling lifting up to 40 pounds. Assistance should be requested when lifting requirements exceed 40 pounds. Ability to bend and reach over head.

Work Environment

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The noise level in the work environment is usually moderate. Position does not require travel, either local or out of the area. Overtime is never permitted without supervisor's prior approval.

***** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**