

Janitor
FLSA Status: Non-Exempt
Reports to Maintenance Director
Grade I (\$9.90-\$14.30 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

The Janitor performs the cleaning necessary to keep NewSpring Church in a clean and orderly condition. This position also requires monitoring building security after church operation hours.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Performs general cleaning and upkeep of the campus buildings including dusting, cobweb removal, sweeping, mopping, scrubbing, vacuuming, cleaning and polishing furniture and fixtures, dust and debris removal from exterior entryways, and removal of all trash from waste receptacles or trash bins and discarding in commercial trash containers on site. (app. 60%)
- Cleans the interior and exterior windows, glass partitions, and mirrors using the preferred cleaning supplies and method as instructed. (app. 25%)
- Performs disinfectant electrostatic spraying of interior surfaces. (app. 5%)
- Set up and teardown of chairs as needed. (app. 5%)
- Monitors building security and safety by performing such tasks as locking doors after operating hours or setting the alarm. (app. 5%)

These duties are subject to change as church needs and strategies evolve. The employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma or GED is required.

EXPERIENCE

- A minimum of one year of experience in a janitorial role.

REQUIRED SKILLS

- Must be able to do physical work, handle basic maintenance, cleaning, and other janitorial work and operate basic equipment normally found in janitorial operations.
- Attention to detail.
- Knowledge of basic math skills.
- Ability to observe safety and security procedures and to comply with policies.

- Ability to read and interpret written information; ability to write clear statements; ability to communicate orally.
- Must be able to manage time efficiently and to work individually as well as within a team.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Ascending and descending stairs, ladders, steps, and/or ramps.
- Frequently remain in motion, often walking around for prolonged periods.
- Frequently operate industrial equipment.
- Ability to use depth perception to judge distances.
- Occasionally view and operate technological devices, including but not limited to computers.
- Frequently move heavy objects across campus for various needs.
- Communicate verbally with others to exchange information.
- Occasionally work in outdoor weather conditions
- Frequently move self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Frequently work with caustic chemical cleaning agents.
- Frequently lift, carry, and move up to 50 pounds.

WORKING CONDITIONS

- 95% indoors, 5% outdoors