

CHURCH/SCHOOL JANITOR

Name of Applicant: _____ Category: Hourly / Salary
Credentials: _____ Department: _____ Church/School
Wage Rate: _____ Hourly / Monthly Number of Hours per Week: _____
Supervisor: _____ Supervisor's Title: _____

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 be limited to the following:

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

EDUCATION/SKILLS:

Ability to recognize when 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. Ability to relate pleasantly to all individuals at the church/school facility.

PHYSICAL REQUIREMENT:

Ability to stand and/or walk for several hours at a time. Ability to bend and to reach over head. Ability to occasionally lift up to 40 pounds.

Statement of Understanding: I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the church/school.

Date _____

Employee's Signature _____