

Janitorial Job Description

New Community Fourth Reformed Church
Holland, MI (Revised April 2014)

The janitor of the New Community Fourth Reformed Church is an important part of the life of the church. This individual will help to maintain a clean, orderly, welcoming facility through weekly cleaning and room setup.

The janitor is expected to work 10 -12 hours per week. The schedule includes the following:

Mondays/Tuesdays: 3 hours
Thursdays/Fridays: 3 hours
Saturdays: 3 hours
Flex/On-Call hours: 3 hours

Total: 10 - 12 hours

I. Weekly Responsibilities

- A. Clean, dust, and organize the sanctuary.
- B. Clean fellowship hall, kitchens, and bathrooms. Wipe up spills. Empty trash and clean front stage area. Put items where they belong (chairs, tables, books, equipment, etc.). Wash kitchen linens as needed.
- C. Clean all classrooms and meeting rooms. Empty trash, organize furniture.
- D. Clean and dust offices and entrance.
- F. Meet with staff to go over schedule of church activities for the week.
- G. Coordinate and set up all areas for weekly use.
- H. Make sure all fire exits are clean of debris and clutter.
- I. Open and close building for Sunday worship services and Wednesday night programs (check lights, windows, doors, etc.).

II. Monthly Responsibilities

- A. Keep janitor room clean and organized for locating supplies and equipment.
- B. Check that all lights work in the church and replace accordingly.
- C. Make sure all bathrooms are in working order (ie. toilets flush, drains flow freely, check for leaks , etc.).
- D. Report needed repairs and large-scale cleaning projects to Trustees.
- E. Purchase kitchen and cleaning supplies.

III. Other Responsibilities

- A. Clean stair handrails.
- B. Wipe down the end of the pews.
- C. Clean under the cushions in the sanctuary

- D. Clean roof and roof drains in roof area between new and old sections of the church (seasonal).
- E. Set-up and take down for funerals and other functions, as directed by the Trustees.
- F. Wet mop fellowship hall twice a year.

IV. Additional Responsibilities

This job description serves as a guideline for janitorial services to be performed on a regular basis. Additional needs and requests will be communicated through the Trustees.

V. Supervision, Reporting, and Performance Review

The janitor reports to the Consistory with direct supervision by the Trustees. Time cards will be submitted bi-monthly to the church office. Any additional tasks requiring work beyond the allotted hours must be approved by the Trustees and recorded in detail on the time card. An annual performance review will be conducted by the Personnel Committee.

Signature of Employee _____
Date

Signature of Chair of Trustees _____
Date

Signature of Consistory Vice President _____
Date