



The Higher Way Church

Jones Memorial United Methodist

Kenneth Levingston, Senior Pastor
Verronda Flanagan, Associate Pastor

Position Summary

The job description for a janitorial worker at Jones Memorial U.M. Church consists primarily of general housekeeping duties: sweeping, mopping and vacuuming floors; taking out trash; dusting; and cleaning restrooms. The Janitor sweeps and mops floors, vacuums carpets, cleans rugs and dusts furniture and equipment. The Janitor may be responsible for ensuring specifically designated doors are locked. Additional job duties include collecting and removing garbage, cleaning and restocking bathrooms and cleaning windows, picking up debris on church grounds. If there is an unexpected mess, such as a large spill, the janitor will be called to clean it up.

ALL NAMED AREAS: entire church.

PER CLEAN

1. Empty all trash containers and replace liners.
2. Dust all horizontal surfaces including office fixtures & furniture, filing cabinets, window ledges & exposed surfaces of desks, credenzas etc.
3. Damp wipe all tables in fellowship hall any exposed surfaces to remove spill/food residue of any kind.
4. Clean and sanitize drinking fountains.
5. Clean entrance glass doors and interior/side sanctuary glass doors and glass.
6. Vacuum all mats and rugs in all areas.
7. Sweep corners and dust mop (push broom) all hard surface floors.
8. Damp mop hard surfaces floors in order to remove residue and spillage.
9. Damp wipe and sanitize break kitchen counters, tables and sinks.

WEEKLY

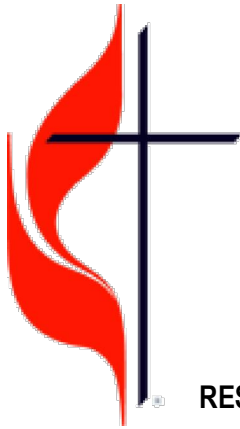
1. Dust all vertical surfaces including doors, filing cabinets, desks, mini blinds etc.
2. Clean light switches and switch plates, door frames and door jams.
3. Thoroughly damp mop all hard surface floors using a neutral cleaner
4. Wipe down and sanitize phones.
5. Pick up and dispose of all materials left in the pews and choir stand following Sunday morning services.
6. Clean all windows to class rooms and interior glass to the sanctuary.

MONTHLY

High dusting of all surfaces over 5 feet high including corners, sills, ledges, intake vents etc.

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RESTROOMS:

PER CLEAN

1. Replace towels, tissue and hand soap.
2. Empty trash cans and clean with a disinfectant
3. Clean and disinfect toilets.
4. Clean and disinfect toilet seats on both sides as well as the immediate floor surface.
5. Dust all walls, partitions, ledges, vents etc.
6. Clean and disinfect all sinks.
7. Clean and polish all mirrors and bright work.
8. Clean paper towel dispensers.
9. Sweep corners and dust mop floors.
10. Mop floors using a germicidal disinfectant.
11. Clean and disinfect shower (weekly)

Set-Up and Break Down

AS REQUIRED

1. Set up and break down rooms as required.
2. Set up and break down sanctuary as required.

Working hours

The position requires flexibility in weekly work schedule. The usual schedule will be as follows; Monday and Tuesdays 4 hours per day, Thursdays 4 hours and Saturday 8 hours.

Reporting

This position reports to the Senior Pastor and Staff Parish Relations Committee with final employment performance decisions administered by the Senior Pastor.

Pay

\$10,000 per year

Janitor(s) will perform other duties as assigned. The main job of the janitor is to clean the building.