

## Janitorial Job Description

The janitor's role is to maintain the cleanliness and presentability of the church building. Their most important duties include cleaning flooring and carpets, emptying trash, and sanitizing washrooms. We require a minimum of 10 hours per week and flexibility on time and working around other user groups.

This is a contracted job for \$25 per hour.

### The weekly duties are:

1. 2 bathrooms on the main floor (nursery washroom and wheelchair-accessible washroom). Please remove the garbage, and check soap, paper towels, and toilet paper.
2. 2 main bathrooms downstairs. Please remove the garbage, and check soap, paper towels, and toilet paper.
3. Sweep and mop all hard surface flooring on the main floor
4. Vacuum all carpeted areas on the main floor.
5. Wipe down hard surfaces on the main floor (doorknobs and handles, counter and tabletops in fellowship room, sanctuary, and foyer).
6. Wipe down hard surfaces in the basement. (Doorknobs and handles, counters and tabletops in classrooms).
7. General dusting in main floor areas.
8. Empty garbage bins to the outside bin.

### The monthly duties are:

1. Sweep and mop all hard surface flooring downstairs in the basement.
2. Vacuum downstairs carpeted areas
3. Vacuum stairwells in the church
4. Clean and mop the kitchen downstairs
5. Vacuum balcony area
6. Dust banisters and ledges on stairwells

### The quarterly duties are:

1. Wash all interior windows (nursery, sanctuary, and office privacy windows).
2. Wash the inside of exterior windows