

Building / Janitorial Employee Position Description

Position:	Building/ Janitorial Employee Part-Time Paid Staff
Reports to:	Supervisor- Pastor Oversight by Facilities Team
Special Gifts:	Good work ethic in caring for God's House
Talents or Abilities:	Cleaning building (according to attached requirements) General maintenance of building (bulb replacement, etc.)
Best Personality Traits:	Hardworking, with ability to accomplish tasks without direct supervision. Consistency in service.
Passion for:	Good stewardship of the facilities God has provided the church-presenting a positive physical appearance of the church in the community.
Qualifications:	Performance of each essential duty satisfactorily upon review by the Facilities Team, as well as the Personnel Committee
Salary:	As provided in the church budget
Time Requirements:	Anticipated 25 hours weekly
Summary:	This employee is responsible for the general cleaning of the church building as outlined in the following document.

It is essential for this employee to maintain a personal church calendar to coordinate all events with staff and committees.

The job requirements for this position will be reviewed annually or upon request, and additional duties may be assigned at a later date.

To apply please email kathy@mbcmurray.org with interest in position and any experience that might align with job duties.

Weekly Building Responsibilities:

- ✓ Vacuum all carpeted areas including stairs and mats. This should be done in a timely manner after services on Sunday or after special events, as well as before the weekend services.
- ✓ Sweep or dust mop all tiled areas.
- ✓ Wet mop restroom, nursery, kitchen, and dining areas with disinfectant cleaner (no bleach as this could be tracked onto carpeted areas).
- ✓ Empty all trash cans.
- ✓ Clean glass at all entrances-inside and out.
- ✓ Clean mirrors in all restrooms.
- ✓ Clean vanities in all restrooms.
- ✓ Clean and brush toilets and urinals in all restrooms.
- ✓ Use only white disinfectant blocks in urinals.
- ✓ Clean all sinks.
- ✓ Dust hall tables in all areas.
- ✓ Wet mop ceramic tiled entry areas with a non-detergent cleaner (white vinegar or ammonia-no bleach).
- ✓ Clean sanctuary podium and communion table with provided cleaner.
- ✓ Dust piano and organ in sanctuary.
- ✓ Clean offices when available.
- ✓ Dust mop hardwood floors in sanctuary.
- ✓ Replace books in racks on pews.
- ✓ Dispose of trash in pews.
- ✓ Place any found personal belongings in Lost & Found area.
- ✓ Notify church office of any repairs such as water leaks, etc.
- ✓ Notify church office or Facilities Team of any supplies needed.
- ✓ Check hand towels, toilet paper, and soap containers-refill as needed.
- ✓ Notify office of any plumbing or electrical repairs needed.

Monthly Building Responsibilities:

- ✓ Clean windows on classroom doors and hall showcases.
 - ✓ Dust or vacuum chairs in common areas.
 - ✓ Spot clean carpeted areas when needed.
 - ✓ Polish brass rail in balcony.
 - ✓ Change heat/air conditioner filters.
- ▶ As needed, prepare and fill baptistry for baptisms-also empty and clean baptistry following baptisms.

Quarterly Building Responsibilities:

- ✓ Wipe down all chairs in classrooms and choir.
- ✓ Evaluate the need for refinishing of vinyl floors.
- ✓ Wipe down all pews.