



Title of Position	Janitor
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Supervisor: Business Director

Hours: Part Time (20hrs/week), Hours are early morning or late evening.

Salary: Hourly

Required Meeting Attendance:

- Church Attendance: Attend Open Door Fellowship church service for at least three months
- Open Door Fellowship quarterly chapel service

Job Purpose

The Janitor keeps ODF building in clean and orderly condition. They perform heavy cleaning duties, such as cleaning floors, washing walls and glass, and removing rubbish. Weekly duties could include the setup of chairs in the Sanctuary for church services on Sunday. Duties include notifying management of need for repairs.

Duties and Responsibilities

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them
- Gather and empty trash
- Service, clean, and supply restrooms
- Clean and polish furniture and fixtures
- Clean windows, glass partitions, and mirrors
- Dust furniture, walls, machines, and equipment
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks
- Notify managers concerning the need for repairs
- Request supplies and equipment needed for cleaning and maintenance duties. Stock supply room shelves and janitor closets.
- Other duties as assigned by your supervisor

Qualifications

- Proven working experience as a janitor
- Ability to handle heavy cleaning duties
- Knowledge of cleaning chemicals and supplies
- Integrity and ability to work independently

Intangibles

- Lead in being a heartfelt team member of the Open Door Fellowship staff
- Have a daily walk with Christ
- Show respect for the leadership and members of Open Door Fellowship
- Cover those in your area of leadership with prayer

Work Environment and Physical Demands

- Work environment is indoor utilizing cleaning equipment
- This job requires rigorous physical activity
- This job involves sitting, standing, walking, kneeling, scrubbing, sweeping, mopping, vacuuming, climbing steps and lifting buckets, vacuums and other heavy material
- Regularly required to move/lift at least 50 lbs worth of cleaning supplies