**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Church/School Janitor**

|  |  |
| --- | --- |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

Job Overview

Provide cleaning for the church/school facilities to ensure that the facilities are clean and ready for use prior to the next service or function. The church/school janitor is a member of the Seventh-day Adventist church and attends the \_\_\_\_\_\_\_\_\_\_ church on a regular basis.

Authority, Accountability

Authority as delegated by the supervisor. Work is performed with limited supervision. Responds to own supervisor. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help.

Essential Job Functions

The church/school janitor’s responsibilities include, but are not limited to:

* Cleaning floors, bathrooms, furniture, windows, and other surfaces in the facility
* Picking up trash from outside sidewalks and entry areas
* Emptying trash receptacles into the dumpster
* Reporting when supplies are needed
* Reporting any items needing maintenance or repair to the head deacon/head teacher
* Immediately reporting any on-the-job injury to the church/school treasurer or pastor
* Accurately recording all hours worked and submitting those hours on a time report to the church/school treasurer by Monday of the payroll week.
* Requesting permission to work overtime from the senior pastor/head teacher prior to working more than 40 hours in one week

Knowledge and Skills

* Recognize when an area or item needs cleaning
* Receive and implement any recommendations or suggestions for change or improvement
* Knowledge and appropriate use of cleaning agents and equipment needed to clean church/school
* Relate pleasantly to all individuals at the church/school facility

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Physical Requirements

* Stand and/or walk for several hours at a time
* Bend and reach over head
* Occasionally lift up to 40 pounds.

Working Conditions

Essential responsibilities are performed primarily under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Position does not require travel, either local or out of the area.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**