

JOB DESCRIPTION

Janitorial Services

Westfield Baptist Church

Principal Function: Responsible for cleaning the interior facilities of Westfield Baptist Church.

This position reports to the Staff Relations Committee.

Responsibilities:

1. Sanctuary and Vestibule:

Weekly:

- Vacuum carpet (front porch and steps, if needed)
- Inspect carpets weekly and spot clean as needed
- Dust hardwood floors under pews
- Remove old bulletins and debris from pews
- Spot clean pew seats as needed
- Dust piano, lamps, organ, tables in sanctuary, pulpit and pews
- Replenish pew seats with visitor cards, envelopes, songbooks, etc.

Monthly:

- Dust boards, window frames and ledges at least monthly
- Remove cobwebs in corners and other areas
- Vacuum pews
- Clorox mop heads

2. Hallways:

Weekly:

- Vacuum carpets
- Dust any furniture in hallways
- Clean water fountains

Monthly:

- Dust baseboard ledges
- Dust window ledges
- Mop floors
- Remove cobwebs

3. Bathrooms

- Empty trash cans and replace liners
- Replenish toilet paper, paper towels and soap
- Clean light fixtures, sinks, mirrors, and toilets
- Sweep and mop floors
- Use aerosol sprays in bathrooms

4. Fellowship Hall:

- Use very dry, damp mop to clean laminate flooring, not heavy wet mop (will damage flooring)
- Clean tables and rearrange if needed
- Dust window ledges and baseboards monthly
- Kitchen area – to be cleaned by kitchen committee and each person having functions

5. Classrooms, Office, Choir Room, Library, Supply Room, Etc.

- Vacuum weekly and mop monthly, more if needed
- Empty trash cans and replace liners as needed
- Dust/wash all tables weekly
- Dust window ledges and baseboards monthly

6. Nursery

Weekly

- Empty trash and diaper genie
- Vacuum carpet
- Clean sink and counters

Monthly

- Dust baseboard and window ledges

7. Other

- Other cleaning needs, i.e. before and after wakes, funerals, weddings, and other church functions
- At the request of the Staff Relations Committee on a case by case basis
- Equipment and supplies to be provided by the church and janitor picks up cleaning supplies
- Report any repairs, dislocated items, etc. to the Staff Relations Committee
- Perform other duties as assigned

The custodian's position is a part time position requiring 8 to 12 hours each week. The custodian's schedule is permitted to be flexible as long as necessary duties are performed effectively.

The custodian is eligible for eight (8) hours vacation pay per year.

If the custodians are required to work more than their regular hours in a week for necessary cleaning, they will be compensated for this. The custodians must notify the chairman of the Staff Relations Committee for this approval. The chairman of the Staff Relations Committee will authorize the payment of this by calling the church treasurer and approving the payment.