



JOB DESCRIPTION

POSITION TITLE: Church Janitor (Custodian I)	DATE: January 18, 2024
DEPARTMENT: White Memorial SDA Church	REPORTS TO: Senior Pastor
CLASSIFICATION: Part-Time, 18 hours per week	SALARY RANGE: \$16.90/hr to \$19.92/hr

POSITION SUMMARY

This Position will support the Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team.

Provide cleaning for the church facilities to ensure that the facilities are clean and ready for use prior to the next service or function. The church janitor needs to be a member of the Seventh-day Adventist Church and attend the Seventh Day Adventist Church on a regular basis

ESSENTIAL FUNCTIONS

1. Regular attendance.
2. Vacuums carpeted areas and chairs.
3. Cleans and polishes wood furniture.
4. Sweeps, scrubs, waxes, and polishes floors, restrooms and kitchen.
5. Clean and sanitize all restrooms, restocking as necessary.
6. Empties waste baskets and transports trash to disposal area.
7. Maintains equipment and supplies.
8. Is responsible for setting up/taking down equipment and opening/closing doors for church functions and makes sure that lights are turned on/off.
9. Cleans all drinking fountains.
10. Replenished paper supplies in dispensers.
11. Dust surfaces throughout the facility (including artificial plants).
12. Maintain a clean environment for the outside of the church. Checking outside sidewalks and entry areas and picking up any trash found there. Keep walkways, breezeways, and entrances swept or blown as necessary.
13. Reporting when supplies are needed and reporting any items needing maintenance or repair to the maintenance dept.
14. Perform other related duties as assigned by supervisor.

15. Comply with policies and procedures of Southern California Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
16. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

To perform this job, the individual must:

- Perform each essential function satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and
- Meet the requirements listed below.

Education and Experience

- Possess a high school diploma or hold a general education degree (GED) certificate.
- At least 3-5 years of general custodial experience.

Competencies

- Ability to function as a team player.
- Self-starter and able to work with minimal direct supervision.
- Have the ability to apply common sense understanding to carry out instructions given in English; written, oral, or diagram form.
- Have the ability to deal with problems involving several concrete variables in standardized situations.
- Be conscientious and able to work independently (unsupervised).
- Be familiar with custodial equipment (e.g. ladders, floor buffers, carpet cleaners, etc.).
- 6. Have strong customer service skills and the ability to get along with others.
- Be in good physical health.
- Be cooperative and show respect and courtesy to all church staff, church members, and church visitors.
- Conduct and present oneself in a manner fitting a church staff member.
- Perform cleaning and maintenance duties throughout the church each week.
- Be flexible in availability to accommodate the schedule of church activities

Personality Traits

Professional, excellent work ethic, punctual, flexible, tactful and discreet, approachable, proactive, dependable, pleasant, positive attitude, joyful spirit, appropriate, decorous, and modest attire, high level of emotional intelligence,

Certificates, Licenses, Registrations

Valid driver's license. (Probably not required, candidate can use public transportation)

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Extended hours and travel may occasionally be required

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