

Updated September 2023
New Horizon Christian Church
Church Janitor Job Description And Employment Agreement

POSITION: Janitor

Purpose of Position: Primary purpose is the responsibility of the appearance and cleanliness of New Horizon Christian Church facilities. This person has the heart for this service and a desire for NHCC to be presented in a manner pleasing to God.

Supervision: The Church Janitor is a valuable member of the church administration staff and is accountable to the Senior Pastor and the Elders.

General Responsibilities:

- Provide support to the general upkeep of building and grounds by ensuring any work required is recorded whether reported or observed. Turn in reports to the ministry assistants.
- Order and stock necessary cleaning supplies, keeping costs within the annual budget amount.
- Maintain the janitor closet and ensure all cleaning equipment is in working condition. Any repairs under budget amount may be performed. All receipts must be turned in to the Financial Ministry Assistant.

Cleaning Responsibilities:

Completed Weekly:

- Vacuum gym stage and dust stage equipment prior to Sunday Service.
- Sweep the entire gym. Includes under chairs if left up.
- Clean and stock all restrooms (including Nursery).
- Empty all trash containers throughout the building, replace liners, and take trash to the dumpster. Ensure the dumpster has been emptied by the current contracted waste disposal company and contact the office if assistance is needed.
- Sweep and mop all common areas (greeting area, foyer, coat closet, transition space and main hall to restroom).
- Dust window sills, wall corners of foyer and greeting areas.
- Keep rugs in the foyer clean and in good condition.
- Vacuum and dust pastor(s) offices.
- Sweep and/or vacuum Nursery Room.
- Sweep the kitchen(s) floor.
- Vacuum all classrooms.
- Mop the gym with the machine.
- Mop kitchen and cafe floor.
- Clean all exterior door glass inside and out.
- Sweep the Chapel.

Completed Once Every Two Weeks:

- Vacuum Office and mop Copy Room. Clean all windows of the office.
- Vacuum and dust the loft. Remove all trash not in containers.
- Wipe down kitchen(s) sinks and appliances.

As needed:

- Vacuum Room 5:11 and Prayer Room. Maintain overall cleanliness of these rooms.
- Dust classroom(s) windowsills and check corners for cobwebs. Maintain overall cleanliness of classrooms.
- Perform tasks as assigned by the Senior Pastor and/or Church Leadership. Available hours must be determined per assignment. Check with Church Leadership for any/or all overtime.

General Expectations:

- Should always exhibit professionalism, conscientious work ethic, teachability and accountability
- Should always exercise discernment and wise judgment
- Should give extreme attention to detail
- Should be a self-starter, good at multitasking and prioritizing
- Should possess strong administrative skills and the ability to work independently of supervision

Required knowledge and skills:

- Must be a covenant member in good standing
- High School Diploma or GED recommended
- Ability to perform physical work requiring light to heavy lifting, bending, and standing for extended periods of time
- Displays strong verbal and written communication skills
- Strong organizational skills
- Good knowledge of basic mechanical functions

Hours:

- Total hours to be compensated for will be 10 . Hours to be negotiated. Daily timesheet will be kept and turned in each week for payment.
- The Janitor shall find a substitute when time away is needed. Approval by the Senior Pastor is required.

Compensation:

- The Janitor will be compensated twice a month and hourly income will be based on experience.
- One week paid vacation based on reasonable notice.
- Bonus is provided twice a year upon review.

Senior Pastor Signature/Date

**New Horizon Christian Church
Representative/Date**

Janitor Signature/Date