

## **SCHEDULE OF JANITORIAL DUTIES – PART-TIME**

These responsibilities are defined in three task groups.

1. Some tasks must be accomplished between Wednesday night and Sunday morning to ensure the facility is ready for Sunday services.
2. The second group of tasks must be completed after Sunday but prior to Wednesday night.
3. The last group of tasks must be performed on an as-needed basis. These will be accomplished when the custodian recognizes the need or is notified of the need.

**Group 1** – To be performed after Wednesday night and completed prior to Sunday morning:

- ✓ All facility trashcans emptied and trash taken to the dumpster.
- ✓ All facility bathrooms cleaned.
- ✓ Sanctuary and Children's Sunday School Rooms cleaned (dusted, trash picked up, vacuumed).
- ✓ Hallways vacuumed.
- ✓ Office trashcans emptied and offices cleaned.
- ✓ Main entry door windows cleaned.
- ✓ Clean & disinfect water fountains.
- ✓ Clean Kitchen.
- ✓ Sweep main entrance.
- ✓ Mop main entrance if needed.
- ✓ Mop kitchen if needed.
- ✓ All facility trashcans emptied and trash taken to the dumpster.

**Group 2** – To be performed after Sunday night and completed prior to Wednesday night:

- ✓ Main entry bathrooms cleaned.
- ✓ Trashcans in kitchen, nursery and toddler rooms, and main entry bathrooms emptied.
- ✓ Sanctuary straightened (old bulletins, flyers, and trash picked up).

**Group 3** – To be performed when the janitor recognizes the need or is notified. The janitor may not be able to personally repair or correct all of these problems. However, the janitor has the responsibility to ensure that the trustees are notified. Light bulbs replaced.

- ✓ Clean baptistery area after baptisms or as needed.
- ✓ Wax kitchen when needed.
- ✓ Vacuum and dust adult Sunday school rooms monthly or as needed.
- ✓ Inform trustees when equipment or facility needs repair.

**Working Hours** – All Group 1, Group 2, and many Group 3 tasks can be accomplished in 15 hours per week or less.

- ✓ Any questions or concerns should be directed to the Pastor or Personnel Committee.
- ✓ Janitorial personnel will communicate special needs and work schedule to the office staff.