

**Job Description - Janitorial Services**  
**Orfordville Lutheran Church**  
**March 2022**

**Overview**

Seeking a person to perform a variety of cleaning and maintenance duties. The cleaner will be in charge of maintaining all public spaces within the church as well as office and storage areas. Duties will include vacuuming, mopping, surface cleaning, dusting, and bathroom services. Attention to detail and a positive attitude a must. Cleaning schedule may vary dependent upon worship services, special events and public use of the building. Must be reliable and able to generate at her / his own pace, without direct supervision, yet meet the requirements of the job.

4 hours weekly, additional hours may be required related to special occasions.  
Hourly rate is \$15.00 an hour.

The Church Council is responsible for hiring. Evaluation, disciplinary actions and notice of termination of the cleaning person will be the responsibility of the Church Council and Pastor.

**Evaluation** There will be a three (3) month probationary period. Performance will be evaluated at the end of this period by the council and pastor. Ongoing evaluation will occur annually after the probationary period.

**Janitorial duties and responsibilities for all areas of the church, including offices, hallways, kitchen, bathrooms and all rooms of the church**

- Dusting and cleaning ceiling vents, surface areas, and counter surfaces, all stairways, offices and general gathering areas
- Performs general sweeping, scrubbing, mopping of laminate or tiled floors, includes; assuring that the church entrance door window are cleaned regularly and the front entry walks are swept when needed.
- All entrance mats should be shaken and dust / dirt particles removed once a week.
- Using vacuuming equipment; vacuums and cleans carpets, perform further treatments such as shampoo or stain-removal as needed
- It is expected that vacuuming of narthex, sanctuary, hallway and office area will occur weekly and additionally as needed. This includes times before and after funerals, Lenten services as well as other special services or confirmation.
- Pew cushions should be vacuumed weekly or as needed.
- Disposing of trash and recycling from bins and containers from all offices and other rooms in the church
- Taking trash and recycling bins to the street corner for pick up and return them to their storage location
- Polishing furniture and room accessories as needed
- Scrubbing sinks, basins in all bathrooms and kitchen weekly or as needed
- Cleaning windows, glass surfaces, and mirrors
- Maintaining and upkeep of all cleaning equipment, supplies, and products

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- Assure soap dispensers and paper towels are replenished in the restrooms
- Ensuring safe and sanitary storage and care of products
- Keeping all public spaces neat and tidy
- Reporting repairs and replacements needed when encountered on the job
- Changing light bulbs and reporting the need to reorder replacements
- Empty dehumidifier as necessary
- Set-up tables and chairs for various functions, funerals, Senior Luncheon, etc.
- Other duties as directed by the Church Council or pastor

**Cleaner Requirements and Qualifications**

- Ability to follow verbal directions
- Ability to work well alone and take direction
- Reliable and punctual with dedicated professionalism to job and duties
- Able to adapt to changing schedules or routines; excellent time management skills
- Pays attention to detail when cleaning
- Organized and able to follow a schedule
- General knowledge of cleaning products, supplies, and techniques for cleaning
- Able to work nights, weekends, and occasional holidays as needed

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physically able to reach, stretch, bend, and walk during the daily routine, with ability to stand for long lengths of time; physically able to push vacuum cleaner for extended periods of time; ability to lift up to 50 pounds, able to climb ladders safely; ability to climb steps for cleaning purposes

Contact Orfordville Lutheran Church for an application today.

(608) – 879-2575

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