



COMMUNITY
PRESBYTERIAN CHURCH

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JOB DESCRIPTION

DATE: 8/20

JOB TITLE: Janitor
DEPARTMENT: Facilities
REPORTS TO: Facility Manager
CLASSIFICATION: Non-Exempt
HOURS: 8-5pm Monday thru Friday

PURPOSE/SCOPE OF JOB: The primary purpose for this position is to clean and sanitize CPC's school and church.

PRIMARY DUTIES AND RESPONSIBILITIES:

The duties required of a Janitor include cleaning restrooms, gathering and emptying trash in multiple buildings, sweeping, mopping, vacuuming, dusting and sanitizing classrooms. Keeping the school & church as clean and tidy as possible is the overall responsibility of a janitor. They should be prepared to do things like moving desks and chairs, clean windows and utilize a carpet cleaner.

KNOWLEDGE, SKILLS AND ABILITIES

- 3 years or more of Janitor work experience
- Complete work orders as requested and work independently.
- Work effectively with staff, volunteers and congregants using courtesy, patience and discretion at all times.
- Ability to make minor repairs, change light bulbs, vacuum, sweep, and scrub floors, sanitize surfaces, and restock items, such as toilet paper, paper towels and other supplies. You may also maintain supply inventory and submit purchase request.
- Must be a self-starter and motivated to clean well and in timely manner. Will be working alone so needs to stay focused and keep on task.
- Ability to operate a carpet cleaner, move desks and chairs, clean blinds and reach high to clean windows.
- It is important to have oral comprehension skills to be able to follow verbal cleaning instructions
- Mandatory proactive approach to daily tasks to ensure school and church are sanitized per county and state requirements.
- Observe proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.
- Flexibility to adjust their schedule to suit the needs of the school/church.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the school/church.
- Communication and interpersonal skills with staff is essential.



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- Ability to follow instructions furnished in oral, written or diagram form.
- Read and interpret documents such as safety rules/policies, operations instructions.
- Ability to log into a computer to view daily task list and documents tasks accomplished.

PHYSICAL REQUIREMENTS

- Frequent bending, kneeling, crouching
- Ability to reach overhead, above the shoulders and horizontally
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to be able to clean
- Peripheral vision and depth perception
- Mandatory to wear a mask while working on our CPC campus

BENEFITS

- Medical, Dental and Vision benefits available for employee and family
- 3 weeks of paid vacation & sick pay
- Employer matching program

HOW TO APPLY

Please send your resume and contact information to: Roberta Motter, roberta@cpcdanville.org