

Berean Christian Church
Dr. Kerwin B. Lee, Senior Pastor

Position: **Janitorial Services**
Reports to: **Facilities Manager**
FLSA Status: **Non-Exempt**

Principle Role

The **Janitorial Services** position is accountable to the **Facilities Manager** for carrying out a variety of cleaning and organizational duties. Ability to perform major floor cleaning and refinishing functions, ensure all buildings and grounds are clean, safe and operating efficiently.

Primary Responsibilities

The Janitorial Services is responsible for:

- Assisting with loading and unloading equipment and supplies from vehicles and moving furniture in rooms for special functions and events.
- Carrying out a variety of cleaning duties such as, but not limited to, sweeping, mopping, dusting, shampooing and spot cleaning carpets, removal of trash, window and glass cleaning, cleaning, sanitizing, and disinfecting, stocking all restroom supplies.
- Maintaining outside areas by sweeping walkways, shoveling snow, and picking up litter on the grounds.
- Confirming that all conference rooms/venues, equipment, event arrangements and other requirements are up to standard to accomplish related services, training, and special events being held.
- Securing all church facilities equipment daily.
- Keeping the elevators and stairwells clean and safe.
- Performs related duties such as maintaining cleanliness not limited to stripping, buffing and waxing floors, elevators and stairwells.
- Maintain a par level of supplies needed for the buildings.
- Traveling to other Berean properties as needed.
- Performing other duties as assigned by the Facilities Manager.

Qualifications

- Must be at least 18 years of age.
- Must have High school diploma or GED.
- Must have a valid driver's license.
- Must be able to lift a minimum of 35lbs.
- Must have 1+ years' experience in the field of housekeeping, custodial/janitorial.
- Must be able to work flexible shifts.
- Must be active member of Berean Christian Church.