



## JOB DESCRIPTION Janitorial Specialist

**Position:** Part-time, Hourly, Non-Exempt

**Department:** Facility Services

**Location:** The Luke Church

**Reports to:** Director of Facilities & Security

**Compensation:** \$14 per hour, per experience

**Schedule:** 25 hours Weekly (weekdays and weekends)

Your new role begins here. As a Part-Time Janitorial Specialist, you will play a vital role in maintaining a clean, safe, and efficient environment for our staff and congregation. You will be responsible for ensuring that all cleaning tasks meet the high standards of quality expected by our organization. This position requires communication skills, teamwork, adherence to safety policies, and a commitment to providing great service. Becoming a part of our staff yields the reward of performing services that are impactful, along with helping to provide a clean comfortable environment for building bridges for future generations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

#### GENERAL

- Pray for Senior Pastor, ministerial and administrative staff, and Church family.
- Attend Church Service and Bible Study.
- Supports church in financial endeavors (tithes and offerings, etc.)
- Be early and prepared for your shift and scheduled employee meetings.
- Establish and foster exemplary relationships with 1<sup>st</sup> Family, Staff/non-staff workers, church membership, volunteers, business partners, and the community.
- Perform other duties as assigned, including requests by the Senior Pastor.

#### FACILITY MAINTENANCE

- Supports the day-to-day building maintenance and operation, assist with keeping cleaning tools and supplies in good working order.
- Performs basic setup and takedown of classrooms and sanctuary spaces.

#### JANITORIAL

- Perform general cleaning tasks, including sweeping, mopping, vacuuming, dusting, and sanitizing surfaces, cleaning all restrooms, worship spaces, sanctuaries, classrooms, foyers, hallways and common areas.
- Clean and disinfect common use areas such as restrooms, break rooms, kitchenettes, and meeting rooms.
- Wipe down and disinfect high-touch surfaces, including doorknobs, light switches, and handrails and stair rails.



# THE LUKE CHURCH

DR. TIMOTHY W. SLOAN - SENIOR PASTOR

- Monitor and replenish cleaning supplies, ensuring that all necessary products are available for use and an adequate inventory of supplies on hand.
- Identify and address potential safety hazards within the building and report any hazards, injuries, or concerns promptly to supervisor.
- Seeks out areas requiring cleaning; takes initiative to complete tasks.
- Ensure that all cleaning tasks consistently meet the quality expectations of the church, taking pride in your work.
- Maintains a clean, orderly and secure work environment keeping all rooms ready to use; Ensure secure and safe conditions for staff, congregation and visitors.
- Regularly checks restrooms during shift for cleanliness and replenishes supplies as needed.
- Room Setup & Breakdown: move chairs, tables, furniture, etc. for all events, meetings & activities. Setup and Takedown and restore rooms for worship events.
- Ability to lift up to 50 – 75lbs, pull, bend, reach shelves, stoop down & squat.

## COMMUNICATION AND COLLABORATION

- Foster positive relationships within the church and community to enhance the overall building experience for staff and congregation.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION

- High school diploma or equivalent preferably, with at least two (2) years of experience in the field or a related area, preferably in a religious or nonprofit environment. (Applicants who do not meet the education qualification may be considered if they possess substantial work experiences that indicates a potential for success in this role including at least 5+ years of work experience.)
- Experienced with a variety of custodial and cleaning concepts, practices, and procedures.
- One year of semi-skilled maintenance experience.
- Ability to use custodial equipment safely and effectively. Hand and power tools (e.g., hammer, shovel, screwdriver, drills, power washers, floor buffers, carpet cleaning machines, etc.)
- Ability to manage multiple priorities and manage multiple tasks with frequent interruptions.
- Must demonstrate excellent customer service skills at all times. May provide occasional work guidance, maintenance advice and training to Janitorial staff.
- A Christian in full agreement with The Luke Church's statement of faith, willingness, and ability to serve Christ and His church; spiritually mature.

## ADDITIONAL DETAILS

- **Work Environment:** The role requires flexibility, as shift may be scheduled during weekends and evenings.
- **Physical Requirements:** Ability to lift 50 lbs.; carry, push or pull heavy objects or materials. Ability to perform heavy work. Requires stooping, kneeling, crawling, bending, turning, climbing and reaching. Indoor & Outdoor working environments.

Interested Applicants, please submit your resume, and include in the subject line the title of the position to: [abailey@theluke.org](mailto:abailey@theluke.org)