

Janitorial Staff

Reports to: Operations Manager

Purpose: The position of Janitorial Staff at Cedar Creek is to perform duties and responsibilities that maintain clean conditions throughout the church facilities. Janitorial Staff clean and supply various areas of the facilities, routinely inspect conditions of the facilities, and assist staff in cleaning up or preparing plans to ensure appropriate clean-up after various activities.

Schedule: Tuesday – Saturday.

Duties and Responsibilities

Janitorial Duties

1. Clean all areas of church facilities on a regular schedule. Ensure all areas are cleaned and maintained at a reasonable frequency. (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, gathering trash/recycling, etc)
2. Carry out heavy cleansing tasks and special projects (such as carpet cleaning)
3. Notify management of deficiencies or needs for repairs
4. Make adjustments and minor repairs
5. Stock and maintain various supplies

Other Duties as Assigned

1. The Janitorial Staff shall perform other duties as assigned by the Operations Manager.