



PART TIME JANITORIAL JOB DESCRIPTION

Dept/Ministry: Facilities San Dimas Campus

Work Hours: Part Time Weekends and, various nights, and special events as needed

FSLA Status: Non Exempt - Hourly

SUMMARY

We are currently seeking an energetic and highly motivated female to join our team as a part time Janitor. The ideal candidate for this position is detail-oriented, able to work weekends, primarily Sundays. Respond to basic facilities requests and maintain the cleanliness of the campus during Sunday worship services and events.

CORE COMPETENCIES NEEDED

The core competencies needed for successful fulfilment of job responsibilities are listed below.

- **Customer Focus:** An individual with customer focus seeks to welcome, serve, support and effectively resource customers.
- **Detail Orientation:** An individual with detail orientation appreciates the importance of details and attends to details that affect quality, timeliness and goal achievement.
- **Task Manager:** A task manager completes assignments with excellence, effectiveness, and efficiency.
- **Time Manager:** A time manager takes ownership of his/her responsibilities and manages his/her schedule to achieve maximum productivity.

PRIMARY AREAS OF RESPONSIBILITY

Primary areas of responsibility include, but are not limited to the following:

- Clean up auditorium and fireside room before all services which includes collecting trash, debris and communion cups.
- Maintain the cleanliness of women's restrooms during services and events: make sure all women's dispensers are stocked; address counters, mirrors and floors as needed; address any full trash cans.
- Help set up the fireside room seating for services and events. This may involve moving heavy stacks of chairs and/or folding tables, and stacking or unstacking multiple chairs according to the requested layout.
- Maintain all trash cans throughout the campus emptying as needed.
- Break down any discarded cardboard boxes
- Wipe down any surfaces as needed on the patio (e.g., picnic tables, tile benches, info center counter)
- Transport the rolling trash cart to the parking lot dumpsters and empty the trash bags into the dumpster.

GENERAL EXPECTATIONS:

- Christ follower
- Spends consistent time in prayer and study of God's Word
- Live a spiritually surrendered life leaning on the Holy Spirit for guidance and direction
- We expect our employees to give 100+% effort in every area of their ministry, working "diligently unto the Lord"
- Attends all staff meetings and retreats, as directed

QUALIFICATIONS

- Willingness to work weekends and evenings
- Integrity and ability to work well under minimal supervision
- Capacity to take direction
- Strong attention to detail

PHYSICAL DEMANDS

- Must be able to bend, reach, push and stand for extended periods.
- Must be able to lift heavy objects up to 50lbs
- Limited repetitive motion when stacking/unstacking chairs
- Must be able to climb stairs
- May require a flexible work schedule as changes in ministry occur.

WORK ENVIRONMENT

The work environment is varied by different locations throughout the property. There are times that you will receive interruptions and/or additional projects when you least expect it. Each position on our staff needs to be an encouragement to those around us in order for the work we are called to do here to be successful.