

SAMPLE JOB DESCRIPTION

Employer: XYZ Church

1. Job Title: Janitor/Custodian
2. Education and Experience Required: High school diploma or GED. Two years of prior experience in building maintenance, preferably in a church or similar setting. Basic knowledge of cleaning methods and products.
3. Work hours: 2:00 PM to 10:30 PM, Monday-Friday.
4. General Description of Job:
 - Cleans and maintains building facilities.
 - Performs the necessary room set-ups for scheduled meetings.
 - Sweeps, mops, scrubs, and vacuums floors using cleaning solutions, tools, and equipment.
 - Cleans or polishes walls, ceilings, windows, and building fixtures.
 - Cleans walkways, parking lots, and steps daily.
 - Dusts furniture, walls, and other equipment.
 - Gathers and empties trash.
 - Cleans bathrooms.
 - Notifies Pastor of need to order materials/supplies, need for major repairs, or additions to building operating systems.
 - Applies wax or sealers to wood or concrete floors.
 - Assists in building security, locking and unlocking.
 - Assists with office equipment moves and meeting set-ups as needed.
5. Ability and Mechanical understanding of the following machines, tools, and other special equipment used to perform job duties: Hand and small power tools, ladder, vacuum, floor buffer, cleaning, and polishing chemicals. Knowledge of HAZMAT regulations required.
6. Vehicles or Moving Equipment Driven as Part of Job: N/A
7. Amount of Each Day Spent: **Standing** 50 % **Walking** 50 % **Sitting** 0 % **Total** 100%
8. Employee Works: **Inside** 90 % **Outside** 10 %

9. Physical Activity Required To Perform Job: This information should be provided to physician performing fit-for-duty and/or pre-employment physical.

Please Rate: F= Frequently O= Occasionally S= Seldom

While performing job, employee is required to	How Often
Twist	F
Stoop/Bend	F
Squat	F
Kneel	S
Crawl	S
Climb Ladders	F
Climb Stairs	F
Walk on uneven ground	F

Physical Activity Required	Total Hours Performed Daily					
	Never	Less than 1	1-2	3-4	5-6	7-8
Lifting under 10 pounds				X		
Lifting 10-25 pounds				X		
Lifting 25-50 pounds		X				
Lifting over 50 pounds		X				
Carrying under 10 pounds			X			
Carrying 10-25 pounds			X			
Carrying 25-50 pounds			X			
Carrying over 50 pounds	X					
Pushing/Pulling under 10 pounds			X			
Pushing/Pulling 10-25 pounds		X				
Pushing/Pulling 25-50 pounds		X				
Pushing/Pulling over 50 pounds	X					
Reaching above shoulder height		X				
Reaching at shoulder height		X				
Reaching below shoulder height			X			
Talking						X
Hearing						X
Vision						X

10. Working Environment: Exposure to chemicals. Tile, concrete, and carpeted floors.

11. Possible Job Modifications:

- May be able to trade some duties with other janitor/custodian.
- Could use a wheeled cart to take out trash.
- May be able to accommodate part-time hours on a temporary basis.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date

SAMPLE