

N. P.M.B. JANITOR'S JOB DESCRIPTION

January 2019

Upstairs

Sanctuary:

- vacuum all floor space, including stage
- vacuum pews – spot clean when necessary
- dust ledges, heat registers, etc.
- wipe, with damp cloth, the wood tops and arms of pews
- clean windows – as necessary
- straighten hymnals
- remove all papers and garbage (missed by ushers)

Youth Room:

- vacuum floor
- clean windows – as necessary
- empty garbage

Coffee Room:

- vacuum floor
- clean windows – as necessary
- wipe down tables and chairs
- straighten tables and chairs as needed
- empty garbage

Counsellor's Office

- vacuum floor
- empty garbage
- wipe down desk top
- dust book stand and shelves

Offices:

- vacuum floors
- empty garbage
- dust (including desks and ledges)
- damp clean printers, computer screens, photocopier machine, filing cabinets etc.
– for computer screens and photocopier machine glass use blue cloth
- clean chairs (wipe down)
- clean windows
- empty shredder – collect and take to recycling
- take paper from recycling basket to recycling
- water plants

Kitchenette:

- empty garbage
- wipe down garbage can
- wash floor
- keep paper towel and paper cup dispensers full

Nursing Room:

- vacuum

Nursery:

- vacuum floor
- vacuum couches
- clean washroom, counters and floors
- wash down cribs and handles with disinfectant
- empty garbage
- Purchase bags for Diaper Genie as needed
- empty Diaper Genie beginning of each week
- clean windows

Foyer:

- vacuum floor
- wipe down chairs
- clean windows
- dust heat registers and ledges
- clean Information Centre – Spray Nine works well
- dust mailboxes

Entrances, Hallways & All Stairwells:

- vacuum floor and mop –usually twice a week
- clean windows – once or twice a week as needed
- clean the rolling counter carts
- wipe walls (as needed)
- straighten floor mats – 12” away from the door helps it not to bunch up
- clean ledges and above coat hangers – straighten hangers
- make sure stairwells are clear of chairs and other objects that would be against fire regulations.
- wipe handrails

Washrooms:

- clean (everything) twice a week
- replenish
- regularly pour approx. 4 gallons clean water down floor drains, top up with approx. ¼ cup using bleach

General Cleaning:

- spot clean obvious stains in carpet
- when necessary replace lights (neon and incandescent)
- oversee general church cleanliness
- clean filter in vacuums
- clean smaller vacuum more often
- wipe/dust base boards
- keep front steps swept clean
- keep snow away from fire exits
- snow removal of the front steps, back door and south side walk for Sunday mornings – staff take care of the front steps during the week. If you have cleared snow Saturday and it has snowed a lot during the night, those arriving early often look after it.

General Duties:

- purchase supplies for upstairs and down –(buy good quality parts for toilets, they will last longer)
- keep paper cup dispenser in kitchenette full
- strip and wax washroom floors once a year (a holiday Monday is a good time to do it when no one else is around)
- spot check storage rooms
- put broken chairs in electrical room for Maintenance team to look after
- keep track of your budget (get starting amount)
- do inventory from time to time as requested
- co-ordinate work bees together with Facilities Chairperson (including steam cleaning of carpets and pews – attend if possible)
- display lost and found and then take unclaimed articles to Salvation Army – done together with the office staff
- clean and fill baptismal when needed
- if you can handle small repairs, please do so
- if there are large repairs or things you are unable to do, please contact the Facilities Chairperson or Front Office
- from time to time you will be asked if you are available for extra work – cleaning for weddings, anniversaries, funeral etc. This is optional, however, if it is at all possible we would like you to be available. Rental events receive extra pay.

The expectation is that all floors in all rooms are washed or vacuumed once a week

- front entry floor washed twice a week
- garbage is to be taken out twice a week.