

JANITORIAL SERVICES POSITION DESCRIPTION

TITLE:	Janitorial Services	HOURS:	(PT) 10-20 hours/week
REPORTS TO: PAYROLL STATUS:	Executive Director of Operations Non-Exempt	LOCATION:	Triumph Central Services
MISSION VISION	To share the grace and truth in Jesus Christ as He is changing our lives. To see the life and message of Jesus transform hearts, homes, and cities.		

CORE VALUES Jesus and God's Word, Grace and Truth, Disciples Making Disciples

I. POSITION SUMMARY

Works closely with the facilities leadership team to support the day-to-day operation of the department. Responsibilities will include but are not limited to: The day-to-day facilities are maintained in a clean, safe, and comfortable manner.

II. POSITION DETAILS

Key Accountability	Rank	Weight *
Clean and maintain buildings	1	40%
Complies with Safety standards	2	40%
Effective working relationship with staff	3	10%

1- CLEAN AND MAINTAIN BUILDINGS (WEIGHT: 40%)

• Accountability Statement:

• To ensure the efficient completion of day-to-day cleaning duties

• Measure of Success:

• Triumph's facilities are clean and functional for parishioner and staff use.

Responsibilities and Actions include, but not limited to:

- Cleans buildings floors by sweeping, mopping, scrubbing, or vacuuming.
- Sometimes using ladders, dust and washes walls, machines and equipment
- Moves cabinets, furniture and equipment to clean areas in and around.
- o Remove stains from surfaces such as rugs, walls and floors using chemicals and cleaning solutions.
- May sweep walks or perform other seasonal task.
- o Gathers and empties trash.
- o Wipes and cleans tabletops, chairs, and equipment in food areas.
- Periodically cleans vents dusts blinds and polishes furniture.
- Cleans interior partition of glass, windows, and mirrors.
- Must keep janitor's closet neat and orderly and maintain equipment in good working order.
- Maintain and request necessary supplies.
- o May assist Facilities Coordinator in set-ups arrangements of tables and chairs for banquets and meetings.
- O Miscellaneous duties as assigned

2- COMPLIES WITH SAFTEY STANDARDS (WEIGHT: 40%)

• Accountability Statement:

- To ensure Triumph's facilities are safe for the community and staff.
- Measure of Success:
 - Based on incident reports or near misses.
- Responsibilities and Actions include, but not limited to:
 - Proper use of power equipment
 - Mix water and detergents in containers to prepare cleaning solutions according to specifications.
 - Monitors building security and safety by performing such tasks as locking doors and checking for hazards.
 - Follows standard Hazardous Chemical Standards and area usage.
 - Notifies Leadership of any safety risks

3- EFFECTIVE WORKING RELATIONSHIP WITH STAFF (WEIGHT 10%)

• Accountability Statement:

- o Build effective relationships and be responsive to staff and parishioners needs.
- Measure of Success:
 - Active participation in campus activities.
 - Responsibilities and Actions include, but not limited to:
 - Attending campus and team activities.
 - Absorbing feedback and requests as pertaining to the facilities.
 - Effective communication and feedback.

III. KEY REPORTING WORKING RELATIONSHIPS

- Report to Executive Director of Operations
- Work as a team with all staff in terms of communication and collaboration
- Work with pastors, directors, non-ordained staff, and volunteers in a respectful and encouraging manner.
- Maintain openness and respect with those who minister at all campuses to intentionally foster a sense of unity in the mission and values of Triumph.
- Meet individually with supervisor monthly and once a year for an annual position review.

IV. CORE COMPETENCIES

- 1. **Cleaning** Basic knowledge of cleaning procedures for sanitation purposes and supplies for cleaning tools.
- 2. Technical Technical application, cleaning and organizational records in a computer database.
- 3. Attention to detail Attention to detail is crucial to ensuring buildings and other structures are in clean, working order.
- 4. **Communication skills** Several communication skills to be successful in janitorial role.
- 5. Critical thinking Analyze information and make decisions are important.
- 6. **Problem solving** Overcome challenges when performing routine and special projects.
- 7. **Organizational** Ability to keep workspaces, tools, equipment and other supplies organized.
- 8. Time Management Custodial services require strong time-management skills and ability to prioritize.
- 9. Customer service Interacting with others is a major part of janitorial services.

V. POSITION QUALIFICATIONS

- Skilled relationally in interacting with people of a variety of ages, backgrounds, and experiences.
 - This position requires a love for people of all ages and life circumstances. This love will be reflected in how people are treated in their encounters with the church office.
 - Personal relational gifts and abilities should include approachability, active listening, compassion, wisdom, discernment, and encouragement.
 - Commitment to avoid any lifestyle choices that would compromise his/her credibility as a member of Triumph Staff
- Teachable spirit, seeking to grow and develop both personally and professionally.
- Willing to work in agreement with Triumph's statements of faith, mission, purpose, and core values.

VI. CONDITIONS OF EMPLOYMENT

- Supports and adheres to the Purpose, Mission, Vision, Core Values and Statement of Faith of Triumph Church.
- Supports and adheres to the Constitution and Bylaws of Triumph Church.
- Supports and adheres to the Elder Board Policies.

VII. HOURS AND COMPENSATION:

- This is a part time, nonexempt position.
- Employment relationship is outlined in Triumph's Employee Handbook

VIII. PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Must be 18 years of age or older.
- Requires the ability to lift 20 lbs.
- Must meet all of the above position requirements.
- Requires prolonged standing, walking, bending, lifting, stooping, and stretching.

The duties described above are of general nature and level of work to be performed but are not intended to be a complete comprehensive list of all the duties.

Janitorial Services

Executive Director of Operations

Updated: _____ *Created: 11/2023*