



Cedar Grove Community Church Janitorial Job Description

Part-Time – 10-15 Hours Weekly

Overview

The Janitorial Staff member is responsible for ensuring the cleanliness, sanitation, and upkeep of all areas within Cedar Grove Community Church. This role plays a crucial part in creating a welcoming and safe environment for staff, congregants, and visitors by maintaining the highest standards of cleanliness across the entire facility. With attention to detail and a proactive approach, this individual will help prepare the church for a variety of events, services, and ministries. Their work directly supports the overall mission of Cedar Grove by providing a clean, organized, and distraction-free environment that enhances worship, fellowship, and community gatherings.

Essential Responsibilities

- **General Cleaning:** Maintain the cleanliness of all major areas including the auditorium, bathrooms, lobby, classrooms, office spaces, and any other communal areas.
- **Vacuuming and Floor Care:** Vacuum all carpeted areas and sweep/mop hard surface floors regularly to ensure cleanliness and safety.
- **Dusting and Surface Care:** Dust and wipe down all furniture, fixtures, and surfaces, ensuring that no dust or dirt accumulates on tables, counters, chairs, or other visible areas.
- **Bathroom Sanitation:** Clean and disinfect all bathroom areas, including toilets, sinks, mirrors, and floors. Restock supplies such as soap, paper towels, and toilet paper as needed.
- **Trash Removal:** Empty trash cans from all rooms and replace liners as needed. Ensure proper disposal of waste and recycling in designated areas.
- **Classroom Maintenance:** Clean and sanitize classrooms after use, ensuring that they are ready for the next scheduled activity or event.
- **Office Area Upkeep:** Maintain the cleanliness of office spaces by vacuuming, dusting, and wiping down desks and workstations.
- **Auditorium Preparation:** Ensure the auditorium is prepared for weekend services, including vacuuming, cleaning seats, and clearing any clutter.
- **Lobby and Entryway Care:** Maintain a welcoming environment by keeping the lobby and entryways clean, free of debris, and organized.
- **Window and Glass Care:** Regularly clean windows, glass doors, and mirrors to ensure a spotless appearance.

- **Special Events:** Provide additional cleaning and preparation for special events such as church picnics, weddings, and community outreach events.
- **Light Maintenance:** Assist in minor maintenance tasks such as changing lightbulbs or reporting repair needs to appropriate staff.

Additional Details

- **Hours:** 10-15 hours per week, with a flexible schedule that may include weekday, evening, or weekend shifts.
- **Rate:** \$20-25 per hour, based on experience.