



## The Episcopal Church of St. John the Baptist

The mission of St. John's is to love God and love neighbor  
as Jesus did: welcoming all, serving humbly, teaching  
compassion, and making no peace with injustice.

### Position Description

#### **Job Title: Janitor**

**Position Reports to:** Rector, with oversight from Sexton  
Short hour (hourly), non-exempt, year-round

#### **Summary**

This position is responsible for cleaning the church on a weekly basis.

#### **Essential Duties and Responsibilities:**

- Take out the trash in the main church building and the office trailer
- Sweep and mop all non-carpeted floors in the church building, giving priority to the sanctuary space, the café area by the kitchen, and the kitchen itself.
- Clean bathrooms (two on each end of the building) and make sure they are stocked with paper towels and hand soap
- Vacuum all carpeted floors in the church and office trailer, giving priority to the office trailer and the nursery.
- Other duties as assigned by the Sexton

#### **Job Requirements:**

- Ability to manage time efficiently.
- Ability to work well when supervisors are not present.
- Able to work safely with a variety of cleaning supplies.
- Able to use basic cleaning equipment.

#### **Physical Demands**

Walks, sits, stands, bends, lifts, and moves continually during working hours. Is subject to lifting over 50 pounds.

#### **Hours of Work**

The Janitor will work up to 5 hours per week at the church, generally on Friday mornings and Wednesday mornings. Employee will submit a weekly time sheet documenting hours worked to the Rector.

#### **Times of Leave**

There will be no paid leave for this position. Time not worked will not be compensated.

Updated December 9, 2019