

**APPLICATION FOR EMPLOYMENT AT
MOUNT OLIVE LUTHERAN CHURCH AND SCHOOL**

**Application Deadline:
September 1, 2019
Start date: Sept. 16, 2019**

Position: PART-TIME SCHOOL CUSTODIAN

Wage: \$9.00-11.00/hour

PLEASE PRINT PLAINLY

Name _____ Date _____
(Last) (First)

Address _____
(Street) (City) (Zip)

Telephone No.: (home) _____ (work) _____

Email address: _____

Congregation _____ Pastor(s) _____

EDUCATIONAL BACKGROUND

Elementary _____

High School _____

College or Tech _____

MISCELLANEOUS

Have you ever pled "guilty", or "no contest" to, or been convicted of a crime _____ (yes / no)

If yes, please explain _____

Why should you be hired at Mount Olive? _____

What date will you be available to start work? _____

(Submit application to Mr. Zacharyasz with a resume & references.)

Mount Olive Lutheran Church and School

930 E. Florida Avenue, Appleton, WI 54911

Phone 920.739.9194

FAX 920.739.9423

E-mail: school.office@mountoliveappleton.com

Website: www.mountoliveappleton.com

Evening Janitor #2 Job Description

Revised August, 2019

Mission:

Keep the facilities and grounds of Mount Olive Lutheran School clean and sanitized.

Knowledge:

Cleaning techniques and equipment; industrial cleaning chemicals, their interactions, danger signs and safe disposal methods, including knowledge of industrial cleaning procedures and cleaning equipment; first aid and safety practices.

Ability:

Perform janitorial work; understand and follow written and oral instructions; use cleaning supplies and equipment safely and correctly.

Qualifications:

- Desire to serve Christ and His body, and to assist in carrying out Mount Olive's mission
- Be dependable, punctual, and have good attendance record
- Be willing to accept supervision
- Be able to maintain composure under stress
- Be able to follow instructions and work with a minimum of supervision
- Be 15 years of age or older
- Be organized and task-oriented
- Be willing and able to address the needs of students, staff, and membership as they relate to congregation's overall ministry and principal's supervision
- Be a team player and relate positively to all staff, students, parents, and principal
- Be in good health, having necessary vitality and physical stamina

Hours:

5:30 P.M. to 7:30 P.M. (can't start earlier, but can start later); Monday - Friday

Report to:

School Principal

Performance Evaluation:

The janitor shall be evaluated annually in October using the Mount Olive support staff review form.

Essential Responsibilities:

- Be punctual, reliable, and dependable
- Have ability to assess visually the cleanliness of the grounds and buildings.
- Follow directions, maintain a quick pace and complete tasks.
- Maintain physical ability and strength to complete expectations of position.
- Demonstrate sound judgment regarding work priorities, problem solving, seeking and soliciting advice.
- Communicate and conduct activity in manner that encourages ministry staff.

Specific Responsibilities:

Daily:

- Early Learning Center classrooms (3) 5K rooms (2)
 - Vacuum all carpet (including in office and storage room)
 - Dry mop tile
 - Empty wastebaskets (take trash outside to garbage bin)
 - Empty recycling bins (take outside to recycling bin)

- Early Learning Center bathrooms
 - Sweep bathroom floors
 - Wet mop floors
 - Scrub and sanitize washbasins and countertops.
 - Scrub and sanitize toilet stools.
 - Scrub and sanitize walls behind and beside toilets.
 - Scrub inside of toilet bowl with toilet bowl cleaner
 - Spray disinfectant and wipe with paper towel the toilet seat, handle and exterior of entire toilet
 - Disinfect door handles of restrooms.
 - Spray flush handles with Lysol
 - Clean mirrors

- Early Learning Center Hallways
 - Use large Minuteman vacuum to vacuum carpet
 - Pick up woodchips by hand
 - Taking special care to clean under benches and behind all open doors (including magnetically controlled fire doors).
 - Move obstacles left under benches or in hallways to facilitate vacuuming

- First Floor Hallways
 - Use large Minuteman vacuum to vacuum carpet
 - Taking special care to clean under benches and behind all open doors (including magnetically controlled fire doors).
 - Move obstacles left under benches or in hallways to facilitate mopping.

- Stairs to 8th grade classroom
 - Sweep stairs with a broom
 - Wet mop stairs with a mop
 - Wipe the baseboards when needed, taking special care to prevent buildup of dust and dirt where the floor and baseboards meet.
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- Stairs from basement to 7th grade classroom (two flights)
 - Sweep stairs with a broom
 - Wet mop stairs with a mop
 - Wipe the baseboards when needed, taking special care to prevent buildup of dust and dirt where the floor and baseboards meet.