

Mount Olive Lutheran Church and School

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Janitor Job Description

Updated June 2021

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 18 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:

(An eight-hour shift – hours to be determined by mutual agreement between custodian and Mount Olive.)

Report to:

Operations Manager

Performance Evaluation:

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

General Responsibilities:

- Be responsible for the cleaning and sanitation of the school building.
- Follow cleaning procedures and schedule.
- Consistently strive to maintain a clean and attractive facility.
- Maintain adequate supply of cleaning materials and equipment.

- Report any building maintenance or safety concerns to the Operations Manager and/or chairman of Board of Properties.
- Perform deep cleaning of facilities on a regular basis.
- Pick up trash from garbage cans around school as required.
- Attend and participate in meetings and preparation work as requested.
- Train and supervise volunteers and those assigned to assist.
- Assume all other duties and assignments deemed appropriate by the Operations Manager.
- Operate scrubbers, buffers, waxers and other equipment and machinery, as required; move furniture - including desks, file cabinets, and chairs - to facilitate cleaning; wash and sanitize drinking fountains, toilets, urinals, and trash cans; keep mirrors clean; check and replace bathroom consumables; keep janitor's closet clean and stocked; and perform other related duties as assigned.
- Order cleaning supplies: toilet paper, paper towels, garbage bags, etc. as needed

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:

- Dry mop halls.
- Wet mop halls if needed.
- Dry mop gym floor and locker room floors.
- Remove black marks from hall floors.
- Wet mop restroom floors.
- Clean mirrors and drinking fountains.
- Scrub and sanitize washbasins, stools, and urinals.
- Put two oz. of antibacterial solution in all urinals.
- Disinfect door handles of restrooms
- Collect recycled paper
- Change burned-out light bulbs.
- Vacuum clean entry carpets.
- Supply paper hand towels, toilet paper, and soap (On Fridays supply two rolls of toilet paper in restroom stalls. Make 1st floor hallways presentable for weekend worship services.).
- After lunch, vacuum/dry/wet mop Commons.

Weekly:

- Disinfect door handles and doorknobs
- Clean classroom sinks.
- Scrub & sanitize toilets in the Sacristy and Mothers' Room before weekend services.
- Keep storage rooms and janitor closets clean and uncluttered.
- Wash glass on all entrance doors.
- Wet mop gym floor (during the school year) – see separate instructions.
- Vacuum clean rooms of secretaries, pastors and principal.
- Empty garbage in the Fireside Room

- Dry/wet mop Fireside Room floor (if needed)

Biweekly:

- Dust banisters, windowsills, and in restrooms and other places where dust collects (shelves, benches, lockers, bleachers, etc.).
- Sweep under gym bleachers – during basketball season the game volunteers clean under bleachers.
- Wash wet/dry mops and cleaning rags in wash machine.

Monthly:

- During the school year at the regularly scheduled fire drill, check one fire alarm (a different one each month), noting the date for the records.
- Wash windows.

During School Breaks:

- Scrub and polish hall floors

As Needed:

- Adjust desks per students' needs.
- Repair desks.
- Order janitor supplies.
- Purchase new equipment (with approval of Board of Properties).

June-August:

- Wash all desks thoroughly.
- Clean/vacuum classroom baseboards, clean windows, and screens.
- Shampoo all carpets in classrooms, offices, hallways, and Fireside Room.
- Clean/vacuum all ventilation grills.

End Results:

- Assist directly in achieving the goals and objectives of the school's mission by operating clean and sanitary facilities.
- Encourage students and parents, and support ministry of called workers by cooperatively engaging in assigned tasks.

NOTE: *The above description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities and requirements.*

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

**Application Deadline:
July 15, 2021**

Position: SCHOOL CUSTODIAN

Wage: \$12.00-14.00/hour

PLEASE PRINT PLAINLY

Name _____ Date _____
(Last) (First)

Address _____
(Street) (City) (Zip)

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

Email address: _____

Social Security # _____

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 Pastor Raasch with a resume & references.)