**Janitor**

**JOB DESCRIPTION**

**Job Title:** Child Care Center Janitor **Wage/Hour Status:** Hourly

**Reports To:** Director, Pastor, and Church Board **Pay Rate:** 10

 **Date Revised:** 01/2023

**Primary Purpose:**

The Child Care Center Janitor will perform routine, manual work involving moderate to heavy cleaning of designated areas of a childcare building such as classrooms, restrooms, common areas, and laundry rooms.

**Qualifications:**

**Education/Certification:**

High School diploma or GED

**Special Knowledge/Skills:**

Ability to follow verbal and written instructions

**Experience:**

None

**Major Responsibilities and Duties:**

1. Sweep, wet, and dry mop
2. Vacuum
3. Clean restroom floors, walls, sinks, toilets, replace toilet paper, paper towels and soap
4. Clean and wash tables, chairs, and countertops
5. Remove paper, trash, and garbage from assigned areas and place in proper containers for disposal
6. Operate custodial equipment such as vacuum cleaners, shampoo machines, and water extractor; may work in the laundry and operate laundry equipment
7. Patrol grounds around building; pick-up paper, cans, trash and debris; clean walkways
8. Comply with state and federal laws and regulations
9. Maintain confidentiality
10. Demonstrate regular and prompt attendance
11. Other duties as assigned

**WORKING CONDITIONS:**

**Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

**Physical Demands/Environmental Factors:**

Repetitive hand motions; frequent standing, stooping, bending, kneeling, pulling and pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; prolonged use of computer terminal possible; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Employee Signature Date

Printed Name