



# FIRST BAPTIST CHURCH

*Jefferson, IA*

***Pastor Devin Wolters***  
*Leah Wolters –Church Secretary*

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## Janitorial Job Description

Pay is based off of a three hour work week for \$30. If the janitor finds this to be unfeasible it is their responsibility to talk to the Pastor or write an official letter to a member of the Leadership Team requesting more hours and pay. The cleaning of F.B.C. should be accomplished on Friday unless special arrangements have been cleared with the pastor.

The janitorial position at F.B.C. is a ministry and should be done as workin for the Lord, Jesus Christ (Colossians 3:23). This position is to enhance the experience of those who come to F.B.C. to encounter and worship the Risen Christ, removed of as many distractions as possible and allowing this house of worship to be as hospitable as possible to all. The position of Janitor reports directly to the Pastor, who is the direct supervisor of F.B.C. staff, but does have the ability to write official letters to the Leadership Team. Direct communication needs to be clarified as official requests for support as opposed to simply talking with someone from the church.

The following areas fall under the responsibility of the janitorial staff at FBC:

- 1) Weekly ensure that F.B.C. is as clean as possible for Sunday morning worship.
  - a. Vacuum the Sanctuary, fellowship hall, foyer, main entrance, kitchen, classrooms and hallways.
  - b. Have tables and chairs set up in the Fellowship hall for Sunday morning needs.
  - c. Empty trash cans in the two offices (not the counselor's), both bathrooms, kitchen, foyer, three classrooms and nursery.
  - d. Remove any debris from the sanctuary pews and library.
  - e. Dust bookshelves, coffee tables, pews, altar area, organ, piano and window sills in the Sanctuary, library, foyer furniture and other areas as needed.
  - f. Clean the nursery: clean the bathroom as you would the other bathrooms, sweep and mop
  - g. Clean both bathrooms:
    - a. Toilets/urinal scrubbing and cleaning
    - b. Replacing urinal cakes as needed.

- c. Replacing toilet fragrance as needed.
  - d. Sink scrubbing and cleaning.
  - e. Counter top cleaning.
  - f. Sweep and mop the floors.
  - g. Refill the soap, toilet paper, and paper towels.
  - h. Spot check the windows for any cleaning required out of the ordinary (otherwise the congregation will hold a fall and spring clean-up to wash the windows).
  - i. Let the FBC staff know of any supplies that need to be ordered.
- 2) Monthly ensure other areas of F.B.C. are clean:
- a. Vacuum two offices (not the counselor's)
  - b. Dust the office (not counselor's) and three classroom shelves, furniture and window sills.
  - c. Replace toilet/urinal fragrances and cakes if needed.
  - d. Clean the mirrors in the bathrooms
  - e. Clean the stall walls in the bathrooms
  - f. Change out the insect catchers as needed (quarterly)

If there is one week that you are not available due to trips a substitute can be arranged. If health or trips become an issue it will be both the janitor and pastor's (and or Leadership Team's) responsibility to ensure that this position is still a good fit.