



New Hope Church

Ministry Role: Janitor

Role Title: Janitor

Reports To: Office Manager

Purpose Statement: The Janitor is the primary cleaner for the New Hope Church campus building and grounds.

Janitorial Responsibilities

- Provide general and consistent cleaning of the building to keep it maintained and in good condition and always “Sunday Ready.” This includes tasks such as vacuuming, sweeping, mopping, clean & stock restrooms, collect and dispose of trash, etc.
- Work with the office staff to ensure the building is clean for special events (e.g., a facility rental, conference, etc.).
- Work with the office staff to ensure the facility is properly locked, whether rooms, parts of the building, or the entire facility.
- Keep all cleaning supplies in stock and on the campus.
- Demonstrate ability to complete tasks in a timely manner with minimal supervision.
- Ability to lift at least 15+ pounds

Time Investment: 12 hours week

Commitment: Ongoing

Prerequisites:

- Must pass a successful background check
- Must be at least 21 years old
- Prefer to be a person who is an active participant at New Hope Church
- Must demonstrate the character and competency expectations of all staff members as outlined in the staff employment manual.

Competency Training:

- Onboard training upon hire provided by NHC Office Manager