

**Position Description**  
**Janitor/Maintenance Assistant**

November 1, 2018

**Reports to:** Staff Parish Relations Committee (SPRC) through the pastor

**Direct Supervisor:** Senior Pastor

**Overall Job Description:** Performs janitorial duties and basic maintenance tasks

**Hours per week:** 20 estimated, time sheet needed

**Requirements:** background check, references

**Duties:**

- 1) Clean John Wesley United Methodist Church (JWUMC) facilities to include sweeping, mopping, dusting, vacuuming, and taking out the trash.
- 2) Provide preventative maintenance for JWUMC facilities, including changing AC filters and light bulbs.
- 3) Perform minor repairs with plumbing, door knobs, ceiling tiles, and other issues as needed.
- 4) Set up tables and chairs for Church events.
- 5) Maintain cleaning supply closet and coordinate with JWUMC staff about the need for cleaning and maintenance supplies.
- 6) Report any issues or problems with the facilities to the JWUMC staff.
- 7) Other duties as requested by Senior Pastor.

**Terms of Employment**

A. **Pay:** \$11/hr, must keep time sheet

B. **Hours:** 20hrs/week

C. **Resignation Notice:** The employee will provide a written two-week notice of resignation.

D. **Probationary period:** The first three months on the job will be probationary. At the end of this term, our contract will become permanent unless either party decides to terminate our relationship.

E. **Performance evaluation:** The pastor, along with an SPRC representative, will conduct an annual performance evaluation with the employee. The position description will be reviewed and may be updated at that time if needed. The pastor and SPRC representative may meet with the employee throughout the year (e.g., quarterly) as a check-in regarding performance, employee feedback, concerns, etc.

All employees must adhere to the *United Methodist Book of Discipline* - available online at <https://www.cokesbury.com/forms/DynamicContent.aspx?id=87&pageid=920#9568>. Employees will follow policies and procedures as established by John Wesley United Methodist Church.

The signatures below acknowledge that a copy of the current position description has been given to the employee.

\_\_\_\_\_  
Staff Person's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SPRC Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date