

Job Posting – Janitorial Services

The Board of Trustees has appointed an outside cleaning service for a regular cleaning of the church facilities, including (but not limited to) the community center/AHEPA Hall, church, narthex, kitchen, classrooms. In addition to the hired cleaning service, our facilities require part-time janitorial needs. Below is a general description of most of those needs. Please be aware that the scope of work and hours are subject to change based on the evolving needs of our facilities.

Part-Time Janitorial Specifications

Estimated weekly hours: 20

1. After every church service

- a. Remove debris from pews.
- b. Rearrange the books and pamphlets in each pew.
- c. Cleaning the altar and side rooms. This can include, but not limited to:
 - i. Dusting of icons
 - ii. Cleaning of walls, shelves, cabinets, closets with appropriate cleaning solution.
 - iii. Sweeping and vacuuming.
 - iv. Rearranging candles, baskets, and other objects to their proper place.
 - v. Dispose of garbage.
- d. Restock supplies as directed by the Board or Priest (i.e. candles, oil, altar supplies, etc)
- e. Clean and arrange the sandboxes in the narthex.
 - i. Remove and discard candles.
- f. Check for any items that may need attention, such as:
 - i. Damage or vandalism to furniture, doors, etc.
 - ii. Light bulb replacement
 - iii. Missing property
 - iv. General walkthrough
- g. Check and reorganize kitchen
 - i. Remove garbage
 - ii. Light/simple cleaning

2. Periodic Tasks

- a. Light cleaning of bathrooms
 - i. Wipe down sinks, mirrors, toilets.
 - ii. Replace toilet paper, soap, towels, etc.
 - iii. If required, mop with appropriate cleaning solution.
- b. Remove garbage from all receptacles as needed
- c. Sweep floors and pick-up any trash on floors
- d. Rearrange tables, chairs, etc.
- e. Check for any items that may need attention, such as:
 - i. Damage or vandalism to furniture, doors, etc.
 - ii. Light bulb replacement
 - iii. Missing property
 - iv. General walkthrough
- f. General walkthrough of outside perimeter
 - i. Report any issues noted with facilities
 - ii. Clean-up and garbage
- g. General walkthrough in church for clean-up.

- i. Remove any used candles
- ii. Replenish candles
- iii. General clean-up of any items needing attention

Please contact the church office at stgeorge@gocnj.org for further information.