



Position Title: **Janitor** (Contract Position)

Description: Emmanuel Church is seeking a part-time janitor who can commit to a consistent schedule of 8-10 hours/week of cleaning within the church facility. Unlike other staff positions at the church, this contract role will *not* include required participation in our all-staff meetings, Sunday worship services, and other regular staff responsibilities – the janitor will be responsible only for the consistent cleaning of the space. As a contract worker and not a regular employee, the Janitor will operate as a vendor/service provider to the church and will manage and file their own taxes and other relevant self-employment obligations.

Reports to: Emmanuel Church Administrator

Primary Cleaning Responsibilities

With input and direction from the Church Administrator and Facilities Manager, the Janitor will focus on:

- *Cleaning and Restocking Restrooms*
 - Twice per week, clean the four primary restrooms in the facility (2 in gym, 2 in café area).
 - Once per week (in addition to the primary restrooms) clean the 2 sanctuary restrooms.
 - Restroom cleaning includes scrubbing and disinfecting all toilets, sinks, counters, mirrors, floors
 - Refill/restock toilet paper, paper towels, and hand soap. Manage supply inventory list and report needs to Administrator.
 - Remove all trash and deposit in the locked dumpsters in the alley, replace trash bags
- *Remove Trash, Recycling, and Compost Throughout Facility*
 - Twice per week, empty all trash, recycle, and compost cans located in public spaces throughout the building. All waste will be moved to locked bins in the alley behind the building, and this process will require lifting sometimes heavy bags.
- *Sweeping Gymnasium Floor*
 - Once per week, use large dustmop to sweep the entirety of the gymnasium floor, including spot-mopping of any spills
- *Vacuuming Carpeted Floors*
 - Once per week, vacuum all carpeted floors in conference rooms, hallways, staircases, sanctuary, sanctuary foyer, and the mezzanine overlooking the gym.
- *Sweep and Mop Café Floor*
 - Once per week, sweep and mop the wooden floor in the café space
- *At least once per week, clean and disinfect countertops, tables, chairs, door handles, and glass windows in all public spaces*
- *Other tasks as assigned*

Required Qualifications:

- Ability to take direction and to complete detailed cleaning tasks with consistency and minimal supervision
- Ability to pass a background check for criminal history and sexual offender registries
- Ability to engage in moderate intensity physical labor for extended periods of time, including ability to lift and carry waste bags and equipment up to 50 pounds, lift and operate vacuums and mop buckets, and navigate stairs without assistance (Emmanuel is an historic four-story building without an elevator)
- Warm and hospitable relational style, with ability to work well with diverse people

Compensation: Janitor will submit weekly timesheets & task reports to the Church Administrator and will be compensated at **\$30/hour**.

Time Commitment: This is a year-round position, with an expectation of **8-10 hours per week** of cleaning work. Precise weekly schedule will be negotiated with the Administrator, and the janitorial schedule will need to accommodate our master building calendar to ensure that the spaces are not reserved for another group during cleaning times.

Interested in being our Janitor? Please send letters of interest to bob@emmanuelphinneyridge.org.



503 N 50th St. Seattle, WA 98103
emmanuelphinneyridge.org