

## **JOB DESCRIPTION: Part Time Janitor / Host**

Reports to: Lansing Campus Pastor  
Part time Position – Starting Pay: \$11/ hr

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### **Position Summary:**

Janitor/Host

Sunday – Saturday - 8am-10:30pm Days and times will rotate

Under the direction of the Campus Pastor, this position is responsible for performing janitorial duties for the buildings and related areas. Quality customer service will be provided to the client at all times. Knowledge or willingness to learn proper cleaning techniques is essential. This person will coordinate events for the 2 | 42 Community Building to ensure that a friendly, welcoming and community minded experience is provided to all those who walk through the space.

### **What To Expect From Us:**

- Awesomeness!
- Coaching and support for your God-given ministry.
- Clear expectations.
- A leadership team committed to being lead by God and committed to impacting our communities.
- A leadership team that trusts you.
- A work environment that will challenge and inspire you to be the best follower of Christ, spouse and parent you can be (Jesus first, then spouse, then family...then ministry).
- 3-5 jokes a week.
- A church that encourages your giftings.

### **What We Expect From You:**

#### **Personal Characteristics**

- Commitment to Jesus Christ (personal faith and devotional life).
- A passionate love for the church and a healthy understanding of its history.
- Solid commitment to the authority of Scripture and a well-developed personal theology.
- Engaging personality that connects well with the community and logistics team.
- Clear personal and professional vision.
- Good recruiter and trainer of others.

- Be a team player that can follow and lead.
- Sets example and serves as role model in personal life.
- A Christ honoring lifestyle marked by servant hood, generosity, joy, a love for bible study and prayer.
- A growing passion to shepherd others in their walk with God and to work effectively with many key leaders is necessary.
- Integrity in finances, relationships and time management are expected.

### **Janitorial Responsibilities**

Daily job responsibilities/functions to include, but not limited to:

- Vacuuming, sweeping, and mopping of flooring.
- Clean and sanitize bathrooms.
- Clean sinks, countertops, microwaves, and refrigerators in break rooms.
- Restock supplies in bathrooms, break rooms and common areas.
- Empty all trash cans and replace liners, clean receptacles as necessary.
- Cleaning window sills and windows.
- Maintain janitor closets in a clean, organized and safe manner.
- Maintain janitorial equipment in a clean, safe and operable condition.
- Proper labeling, dilution and use of all chemicals.
- Wearing proper Personal Protective Equipment when needed.
- Direct report for Janitorial Staff
- Manages Janitorial Schedule
- Manages the weekly cleaning sheet

### **Host Responsibilities**

Provide a presence in the Community Building during business and non-business hours and on weekends while events are taking place. Hosts will provide the very first impression to our guests. Hosts are expected to be committed to the mission of 2 | 42 and familiar with the various Ministry Teams, Small Group Networks, and Sunday morning programming. Hosts should feel confident to escort individuals and families through the building to help them connect with weekend ministry programs.

- Setup/Tear Down for events
- Prepare/greet and assist guest during rental events and walk in activities
- Provide a safe environment by regularly inspecting all areas of the Community Building.

- Assist janitorial staff by providing light janitorial duties.
- Act as a Point of Contact for information on 2 | 42 Church and the Missional Businesses.
- Open and Close the building through procedures (doors, closing, alarm, etc.)

### As a Staff Member

- A Christ Follower (Baptized)
- A consistent attender of 2 | 42 for at least one year
- Have attended the StepOne Class
- Participation in a Life Group
- Warm friendly personality
- Gifted in Hospitality

### Goals

- Work with the Campus Pastor to help set & achieve term goals and who will also hold you accountable to your goals.

### KNOWLEDGE, SKILLS & ABILITIES:

- Good communication and interpersonal skills. Good client/customer service skills.
- Ability to follow oral and written instructions. Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of cleaning products or willing to learn.
- Ability to climb and work off a 6 ft or shorter step ladder.
- Must exhibit the ability to communicate with the staff and co-workers in an appropriate and ethical manner.
- Willingness to work extra hours when necessary.

**PHYSICAL DEMANDS:** The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizes a team lift. A medical physical is required for employment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

**Agreement:**

The undersigned understands and agrees to the Expectations of the job description above. Any significant changes to these expectations shall be done in writing and agreed upon.

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Chad Cronin  
Lansing Campus Pastor

\_\_\_\_\_  
Date

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Lansing Janitor / Host (Print Name)

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Lansing Janitor / Host (Signature)

\_\_\_\_\_  
Date