

**FULL GOSPEL TABERNACLE  
GLOVERTOWN, NL  
A0G 2L0**

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**JOB DESCRIPTION/APPLICATION  
JANITOR of  
CHURCH PROPERTY 2013**

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Applications will be received until **November 30<sup>th</sup>, 2012.**  
Job will commence on **January 1<sup>st</sup>, 2013 & will terminate DECEMBER 31<sup>st</sup>, 2013**

**Please Note: Place Completed Application in an  
envelope addressed to:  
Full Gospel Tabernacle, P.O. Box 39, Glovertown, NL.  
A0G 2L0.**

**Application must be RECEIVED at the office no later  
than November 30<sup>th</sup>, 2012.**

**The Church Board reserves the right to accept or reject the lowest or  
any tender.**

## JANITORIAL POSITION JOB DESCRIPTION

**This contract terminates on December 31<sup>st</sup>, 2013.**

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It is the responsibility of the Janitor to carry out commonly understood practices of janitorial work in a manner that is co-operative and complementary to the functions and ministries carried out by the Full Gospel Tabernacle of Glovertown, NL. Though difficult to itemize in complete detail all the responsibilities of a janitor, the following lists the general duties of the Janitor of Full Gospel Tabernacle. Some exceptions may be negotiated or altered as the need arises.

### **Main Worship Area (Sanctuary/Foyer/Prayer Room)**

#### **Weekly:**

- ◆ Vacuum entire sanctuary, sound room, foyer, prayer room, and platform area.
- ◆ Clean glass in Main Entrance Doors and Elevator.
- ◆ Dust all furnishings, including: coat racks, information desk, furniture in Heritage Room, piano, organ, communion table, pulpit, pews, music stands, amplifiers, monitors, etc. (Use a damp cloth, not silicone polish or any kind of spray on electrical/audio equipment).
- ◆ Mop and tidy floor of Heritage Room.
- ◆ Straighten Choir Chairs and tidy up Platform, Sanctuary, Prayer Room, and Entrance.
- ◆ After each Scheduled service/event, a general tidying of the room used is to be carried out. (This pertains to any ministry room in the building.)
- ◆ Although it is not expected of the janitor to thoroughly clean the Sound Room Equipment, it is understood that the janitor would carry out the basic duties of dusting the Sound Desk, including computer area and vacuuming the floor.

#### **As Required**

- ◆ Keep other windows cleaned and shined
- ◆ Keep Piano cleaned and shined
- ◆ Clean railing and glass in balcony.
- ◆ Keep Heaters, window sills, and furniture in every part of the building.
- ◆ Clean light fixtures, except those in the High Ceiling for the sanctuary.
- ◆ Clean Baptismal Tank (Particularly Prior to and After a baptismal service)
- ◆ Sweep, Mop and Dust Elevator
- ◆ The commercial tiles throughout the building (ie. Ben Elliott Fellowship Hall, Kitchen Areas, Washrooms, Lower Level Elevator, Youth Kitchen, must be stripped & waxed at least every 6-12 months and buffed with a light wax solution periodically.

**Ben Elliott Fellowship Hall (Including Entrance Area)**

- ◆ The Janitor is to mop and tidy after each “large” church event that is held in the Fellowship Hall. Smaller, department functions, are to be tidied up by the department volunteers hosting the event. Each department should clean up excessive debris following a special function held by that department. However, the Janitor is responsible to mop the Fellowship Hall at least once a week if it has been used by any department at any time.
- ◆ Window sills, windows and light fixtures are to be cleaned as required.
- ◆ Upon the request of the Senior Pastor, set up or take down tables and chairs as required for special functions/gatherings (Particularly Weddings or Funerals, etc.) This would be considered extra work and the Janitor would be remunerated on an hourly basis for this work.

**Washrooms**

- ◆ Weekly clean all washrooms in the building: including Nursery, Lower Level Washrooms, Men’s and Ladies Washroom on the main level. The Pastor’s Office Washrooms is to be cleaned upon the request of the Pastor. (This is understood to mean the cleaning of sinks, toilets, urinals, mirrors and floors, tops of heaters, empty & wipe garbage containers, cleaning of air vents, wiping of walls/doors if required).

**Lower Youth Auditorium, Classrooms, Hallways and Stairways:**

- ◆ All floors should be vacuumed weekly (Exception - Long periods of non-use in the summer of the Sunday School Classrooms and Youth Room, would necessitate cleaning only every 2 weeks). However, these floors must be cleaned if “any” organized/unorganized use of these rooms has occurred.
- ◆ Sofas & Chairs should be lightly vacuumed bi-weekly
- ◆ Windows & Window Sills, heaters, tables, chairs, etc. should be kept clean as required by regularly dusting and wiping on a weekly or bi-weekly basis.

**Nursery**

- ◆ On a weekly basis the nursery is to be vacuumed, sink cleaned, tops of heaters wiped, garbage cans emptied, sanctuary viewing window cleaned and furniture dusted. (Ministry Personnel are responsible to keep toys disinfected and clean)
- ◆ The couch, rocking chair, and any other upholstered piece of furniture should be vacuumed weekly or bi-weekly and spot cleaned as frequently as is necessary.
- ◆ Garbage Cans in the Nursery must not be left un-checked for any period of time, since strong and unhealthy odors can develop from soiled pampers and waste products. It is recommended that the janitor check the Nursery Garbage Cans each Sunday Following the Evening Service.

**Board Room, General Office and Pastors' Offices:**

- ◆ These should be vacuumed bi-weekly, and garbage cans emptied weekly or when filled. Vacuuming of the Pastor's offices can only be done at the convenience of the individual pastor.
- ◆ The furniture must be dusted regularly (Bi-weekly: Main Computer Desk and Work Table in General Office, Board Table in Board Room) and (as Needed: Shelves in General Office, Book Case in General Office, top of filing cabinet in General Office. Storage Desk in Board Room, & heater tops & window sills. etc.)
- ◆ When convenient for both Janitor and Pastor, a light dusting of Pastors' offices may be necessary as requested by the pastors.

**Miscellaneous Duties and Responsibilities:**

- The Janitor is responsible for clearing all walkways and emergency exits of snow after each snowfall, or any accumulation that may have occurred following several smaller snowfalls. Any icy surfaces near entrances and exits are to be salted to ensure the entrance is not slippery. These duties are to be carried out early in the morning if it has snowed overnight so that early traffic to the building has easy and safe access to the premises. However, close co-operation with the person responsible for Snow Clearing is recommended. As a rule of thumb, after a major snow fall accumulation most entrances should be cleaned just prior to or as the parking lot is being cleared of snow.
- The Janitor is responsible to put all garbage from the building into the garbage box and keeping the garbage box clean.
- The Janitor is responsible for replacing bulbs in the building that are reachable either from the floor, or which can safely be reached with any standard ladder. Lights in extreme locations, such as sanctuary ceiling lights will be changed by those responsible for maintenance.
- Light fixtures must be cleaned regularly (Minimum of 3 months or more frequently if needed.)
- Doors, walls, and ledges should be wiped down as needed.
- In reference to the Kitchens (Lower Youth Auditorium and The Ben Elliott Fellowship Hall), each department is responsible to clean up after an activity. However, the Janitor will be responsible for keeping the refrigerators, stoves, microwaves, ovens, sinks, cupboards, floors, etc. clean on a regular basis and as needed. The Janitor is not expected to keep dishes clean, but the sinks should be cleaned regularly.
- Top of Pop Machines should be cleaning periodically.
- The Janitor is responsible to ensure that adequate cleaning supplies are on hand at all times. All major orders of supplies, such as paper towels, garbage bags, soap refills, industrial cleaners, etc. will be ordered through the main office at the request of the Janitor. Minor cleaning supplies, such as rags, windex, cleaning brushes, can be picked up by the Janitor on Church Account.
- During the summer months, the Janitor is responsible to ensure that all Flower Beds and Pots are watered regularly.
- Any live plants in the building, whether permanent or seasonal, are to be watered regularly.

- The Janitor must make it his/her practice to do a periodical walk through of the building and spot clean as needed.
- Keys and Equipment: This position carries with it a great degree of trust on the part of the Janitor. Therefore it is understood that access keys to various parts of the building will be held in the possession of the Janitor at all times. Under no circumstances, are the Janitor's keys or equipment, or equipment, to be used by outside agencies/individuals for events/purposes not first approved by the Pastor and Church Board.
- On occasion, the Janitor may be requested to come in for extra cleaning if requested by the Pastor/Church Board. Remuneration based on an hourly rate will be paid for work that is considered to be "outside and in addition to" the regular duties of the janitor.
- Any adjustments or concerns relating to this job description must be communicated to the Senior Pastor and fair consideration of any changes or exceptions will be entertained.
- Weddings/Funerals, are a regular part of the ministry of Full Gospel Tabernacle. It is understood that the Janitor will do a walk through following a wedding or funeral and spot clean as needed - this would include vacuuming main entrance and/or the Sanctuary Isles, and a quick cleaning of the washrooms as needed. The individual Wedding party is responsible for the removal of any decorations. Decorations and or flowers, left behind by a wedding party, or funeral, will be considered to be church property and will be either discarded or kept in storage for ministry use by ministry personnel.
- In cases where an individual or outside group "rents" church facilities for personal use, such as a reception or anniversary, it is understood that the "outside group or individual" is responsible to provide Janitorial Services related directly to that event. If the Janitor is approached by the group or individual, the Janitor may/may not at his or her own discretion choose to provide Janitorial Services at an agreed monetary fee. These janitorial responsibilities are clearly communicated on the rental contract.
- The Janitor is also asked to periodically take down and lightly dust with a mild furniture spray any clocks, portraits, wall hangings, etc. throughout the building, gently wipe dust off door facings and moldings as needed, and clean telephone equipment with proper cleaning products designed for such sensitive equipment.

In General the Janitor of Full Gospel Tabernacle, must be familiar with the functions of our local assembly. This in turn means keeping themselves informed of events and schedules as promoted in the Church Bulletin or communicated directly from the Pastor Staff or Church Board. This job description comes under the governance of our local assembly constitution.



APPLICATION  
for  
JANITORIAL POSITION

of Full Gospel Tabernacle  
P.O. Box 39, 6-12 Spruce Avenue, Glovertown, NL. A0G 2L0

YEAR 2013

After carefully reading the requirements of the Janitorial Position for Glovertown Full Gospel Assembly

I \_\_\_\_\_  
*print name*

do hereby submit a Tender for the Position of Janitor for the Year 2013.

The duties for this position will commence on January 1<sup>st</sup>, 2013 and will terminate on December 31<sup>st</sup>, 2013.

My Bid for this Tender is as follows:

\$ \_\_\_\_\_ (Monthly)

On acceptance of the Tender, I hereby agree to faithfully carry out the requested duties.

***I understand that the Church Board reserves the right to accept or reject the lowest or any tender.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

This Application Must be received no later than November 30<sup>th</sup>, 2012

**For Office Use Only:**

Acceptance by Pastor and Board on: \_\_\_\_\_

Signature of Pastor: \_\_\_\_\_

Signature of Board Secretary \_\_\_\_\_

*“A copy of this signed contract will be made available to the successful applicant.”*