



Date Prepared: May 24, 2021

Job Title: Janitor

Reports To: Facilities Manager

Status: Part-Time, Hourly

Hours: This is a flexible daytime position

Summary:

To maintain the cleanliness and order of the building through daily cleaning and maintenance duties.

Duties:

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.).
- Perform and document routine inspection and maintenance activities.
- Carry out heavy cleaning tasks and special projects.
- Notify management of occurring deficiencies or needs for repairs.
- Complete minor repairs.
- Stock and maintain supply rooms.
- Cooperate with staff.
- Assist in setup/cleanup of meeting rooms.

Qualifications:

- Willingness to fully embrace the Hope Ministries Grace Model.
- Willingness to live own personal life according to the standard of Christlikeness.
- Ability to build safe, trusting relationships with residents.
- Ability to manage time and maintain good communication with Facilities Manager.
- Basic knowledge of hand tools.
- Ability to lift up to 50 lbs. repeatedly.
- Ability to bend, stand, or walk throughout the shift.
- Ability to maintain appropriate personal boundaries with residents of Hope Ministries.
- Willingness to fully embrace the Hope Ministries Grace Model.
- Willingness to live own personal life according to the standard of Christlikeness.
- Ability to follow written and verbal instructions.

Education:

High School diploma or equivalent

To apply for this position, please submit your application/resume to:

John Brown – jbrown@hopesb.org

Director of Men's Service & Operations