

## **JANITOR JOB DESCRIPTION – UMC - Boyceville**

Updated 8-12-25

### **SCOPE**

This document describes custodial duties of the Boyceville UMC Janitor position.

Pay rate: \$40.00 per week.

### **DESCRIPTION**

#### **Weekly duties:**

- Vacuum carpeted areas.
- Vacuum altar area, including on and behind as needed.
- Clean the stovetop/oven and microwave
- Clean kitchen counters.
- Clean the kitchen sinks.
- Wipe down the inside and outside of the refrigerators.
- Bathrooms – Clean toilets, floor, mirrors, and sinks.
- Replenish paper towels, hand soap, etc. in kitchen and bathrooms.
- Empty garbage cans.
- Arrange for disposal of the garbage and recyclables at the Boyceville collection site.
- Inform treasurer of needed cleaning supplies, hand soaps, paper towels, tissues, and toilet paper.

#### **Monthly duties:**

- Submit timesheet monthly.

#### **As needed:**

- Clean the glass entrance doors.
- Clean windows
- Mop kitchen floor, hallway and bathrooms, and other rooms.
- Dusting surfaces as needed
- Special events may occur that require extra time

#### **General duties:**

Report to the trustees any maintenance issues. For example: burned out lights, leaking faucets, pest infestations.