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**Tri-Village Position Description**

**Title: Part-time Janitor (Primarily Friday thru Sunday)**

**Reports to: Facilities Coordinator**

**Responsibilities:**

* The primary objective of this position is to provide assistance to the full-time Facilities Coordinator, as needed. It is to be considered an ad hoc position, based on demands and use of the facility. Most of the hours for this position deal directly with church programming related to Friday, Saturday, and Sunday.
* This position will be accountable to Facilities Coordinator and/or Executive Pastor of the congregation. The Facilities Coordinator, in communication with the Executive Pastor, will implement hours of work and responsibilities based on need.
* This position is one which requires flexibility in responsibilities and hours. The basic responsibilities include but are not limited to providing janitorial duties and securing the building during various functions/programs and other various cleaning needs of the church.

**To Apply:**

To apply, email the application at the bottom of this page to AlisonSprankle.org. Upon hire, a contract will be extended, contingent upon a criminal background check (for those age 18 and over) that is approved.

**Application for Position of *Part-time Janitor***

Instructions: This application is to be completed and returned to Facilities Coordinator Alison Sprankle ([AlisonSprankle@tri-village.org](mailto:AlisonSprankle@tri-village.org)). If you would have questions about the job, please contact Alison by email or phone, 740-927-8731 (ext. 111).

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_

Are you a member of the Tri-Village Christian Church? Yes No

What questions to do you have about the job? (Please write them below.)

Is there any reason you would be prevented from minor lifting (such as moving chairs, tables, etc.)?

Have you read, understood, and accept the responsibilities of this position contained within the job description?

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_