

Chairperson of Janitorial Responsibilities

1. Of primary importance is making sure each month's janitors are aware of when to begin their month of cleaning and precisely when their month ends.
 - This includes a phone call the week they begin.
 - Also included is making sure the keys and job descriptions get transferred to the new janitor.
 - Folks might have never done this type of work before, so ask up front if they have read the job description of the janitor.
2. In addition to the month to month transfer and smooth transition from one group to the next is the need to make sure the church janitorial supplies stay stocked and equipment maintained. Regular emptying of vacuum bags/cleaning filter and filling the gas cans for outside needs oversight.
3. The chairperson should check the church calendar in the office to stay up to date on events happening at church that might interfere with its cleaning. If a conflict arises in scheduling, the chairperson will take care to adjust the janitors to meet the needs of the building.
4. When scheduling conflicts arise, the chairperson will have substitutes scheduled to fill in and help pick up the slack.
5. Chairperson should have a list of alternate helpers and also be in contact with the folks on the list so as to avoid surprise. (Vacations, illness, work conflicts that may arise unexpectedly).
6. Chairperson should see to it that everyone on the list to help for the year have a copy of the schedule and know the other family that is helping during the same month. Chairperson could also offer suggestions as to how the two families may work together well to lighten the workload. For example, someone with landscaping experience might be better utilized handling the outside work.
7. Chairperson should be aware of upcoming building and property projects that may need additional cleaning attention and scheduling help. A paint project or a remodel can really cause a mess. It would be good to have the mess handled before it's made.
8. This position can really be huge help in a church to the Pastors. It is similar in scope to the work of a Deacon and can really do a lot to keep things running smoothly.