

2- COMPLIES WITH SAFETY STANDARDS (WEIGHT: 40%)

- **Accountability Statement:**
 - To ensure Triumph's facilities are safe for the community and staff.
- **Measure of Success:**
 - Based on incident reports or near misses.
- **Responsibilities and Actions include, but not limited to:**
 - Proper use of power equipment
 - Mix water and detergents in containers to prepare cleaning solutions according to specifications.
 - Monitors building security and safety by performing such tasks as locking doors and checking for hazards.
 - Follows standard Hazardous Chemical Standards and area usage.
 - Notifies Leadership of any safety risks

3- EFFECTIVE WORKING RELATIONSHIP WITH STAFF (WEIGHT 10%)

- **Accountability Statement:**
 - Build effective relationships and be responsive to staff and parishioners needs.
- **Measure of Success:**
 - Active participation in campus activities.
- **Responsibilities and Actions include, but not limited to:**
 - Attending campus and team activities.
 - Absorbing feedback and requests as pertaining to the facilities.
 - Effective communication and feedback.

III. KEY REPORTING WORKING RELATIONSHIPS

- Report to Executive Director of Operations
- Work as a team with all staff in terms of communication and collaboration
- Work with pastors, directors, non-ordained staff, and volunteers in a respectful and encouraging manner.
- Maintain openness and respect with those who minister at all campuses to intentionally foster a sense of unity in the mission and values of Triumph.
- Meet individually with supervisor monthly and once a year for an annual position review.

IV. CORE COMPETENCIES

1. **Cleaning** – Basic knowledge of cleaning procedures for sanitation purposes and supplies for cleaning tools.
2. **Technical** – Technical application, cleaning and organizational records in a computer database.
3. **Attention to detail** – Attention to detail is crucial to ensuring buildings and other structures are in clean, working order.
4. **Communication skills** – Several communication skills to be successful in janitorial role.
5. **Critical thinking** – Analyze information and make decisions are important.
6. **Problem solving** – Overcome challenges when performing routine and special projects.
7. **Organizational** – Ability to keep workspaces, tools, equipment and other supplies organized.
8. **Time Management** – Custodial services require strong time-management skills and ability to prioritize.
9. **Customer service** – Interacting with others is a major part of janitorial services.

V. POSITION QUALIFICATIONS

- Skilled relationally in interacting with people of a variety of ages, backgrounds, and experiences.
 - This position requires a love for people of all ages and life circumstances. This love will be reflected in how people are treated in their encounters with the church office.
 - Personal relational gifts and abilities should include approachability, active listening, compassion, wisdom, discernment, and encouragement.
 - Commitment to avoid any lifestyle choices that would compromise his/her credibility as a member of Triumph Staff
- Teachable spirit, seeking to grow and develop both personally and professionally.
- Willing to work in agreement with Triumph's statements of faith, mission, purpose, and core values.

VI. CONDITIONS OF EMPLOYMENT

- Supports and adheres to the Purpose, Mission, Vision, Core Values and Statement of Faith of Triumph Church.
- Supports and adheres to the Constitution and Bylaws of Triumph Church.
- Supports and adheres to the Elder Board Policies.

VII. HOURS AND COMPENSATION:

- This is a part time, nonexempt position.
- Employment relationship is outlined in Triumph's Employee Handbook

VIII. PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Must be 18 years of age or older.
- Requires the ability to lift 20 lbs.
- Must meet all of the above position requirements.
- Requires prolonged standing, walking, bending, lifting, stooping, and stretching.

The duties described above are of general nature and level of work to be performed but are not intended to be a complete comprehensive list of all the duties.

Janitorial Services _____

Executive Director of Operations _____

Updated: _____

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