

## JOB DESCRIPTION

Upper Columbia Conference of Seventh-day Adventists

**Job title:** Janitor

**Department/Location:** Office Management/  
Spokane, Washington

**Category:** Part-Time (20 hrs/wk)

**Wage range:** 51% - 67% (\$16.29 - \$21.41)

**Classification:** Non-Exempt/Hourly

**Supervisor's title:** Office/Facility Manager

**Date written:** January 2024

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### POSITION SUMMARY:

Performs cleaning for the UCC office and Adventist Book Center facility in Spokane, Washington to ensure that the facilities are clean and ready for use. Hours are somewhat flexible but must have a willingness to work around events.

### AUTHORITY, ACCOUNTABILITY:

Authority as delegated by the supervisor. Work is performed with limited supervision. Responds to own supervisor. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

### ESSENTIAL JOB FUNCTIONS:

- Cleaning floors, bathrooms, furniture, windows, and other surfaces in the facility
- Clean kitchen and refrigerators
- Collecting and taking trash to the dumpster
- Order/maintain supply closet products, including paper products and cleaning supplies
- Order/maintain kitchen supplies
- Wash, dry and fold cleaning cloths and kitchen towels
- Reporting any items needing maintenance or repair
- Other duties as assigned or needed

### KNOWLEDGE AND SKILL:

- Initiative
- Adaptability
- Able to evaluate priorities
- Strong attention to detail

### SPECIAL REQUIREMENTS AND APTITUDE:

Must be a member in good standing of the Seventh-day Adventist Church. Must possess the ability to communicate with and to deal tactfully and effectively with others within the organization. Must be able to effectively handle confidential information/situations at all times.

### PHYSICAL REQUIREMENTS:

Must be able to stand and/or walk for several hours at a time; reaching, grasping, kneel and good vision. Be able to bend and reach overhead. Occasionally lift up to 40 pounds.

### WORK CONDITIONS:

Essential responsibilities are performed primarily in an active environment. Tasks are usually performed under normal office conditions. Work area is well lighted and ventilated.

**BENEFITS:** As part-time, non-exempt, this position is eligible for the following benefits:

- Retirement Plan - contributions and employer matching
- Paid Vacation Leave
- Paid Sick Leave
- Paid Holidays

*Upper Columbia Conference Idaho and Washington locations are not eligible for Unemployment Benefits.*