



JOB DESCRIPTION: FACILITIES/JANITORIAL TEAM MEMBER

Why is This Job IMPORTANT? A clean office and work environment is important for the health of our clients, volunteers, and staff. Most importantly, a clean facility displays professionalism and attention to detail. Everyone likes a clean, orderly and organized medical facility.

Time Commitment: One to Three hours per week preferred

Report To: Clinic Manager

Roles:

- Maintain cleanliness of the inside of the facility:
 - Clean bathrooms
 - Sweep/mop exam rooms, bathrooms, and kitchen
 - Vacuum waiting area, consultation rooms, conference room, offices, reception, and hallway
 - Dust waiting area, consultation rooms, offices and conference room
 - Wipe down all counter tops and work surfaces in reception, lab, and exam rooms
- Empty trash receptacles and transport to outside bin
- Wash windows at receptionist desk, front doors and where needed
- Report needs for cleaning supplies when low

Facilities Team Goals:

- To serve God by serving the clients who come to the Eden Clinic.
- To provide infection control by maintaining a quality clean environment for clients and staff.

Applicant should:

- Demonstrate a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position
- Agree with and be willing to uphold the Statement of Principle, State of Faith and policies of the clinic
- Be able to respect and keep client information confidential