

MILL WOODS UNITED CHURCH

CHURCH CUSTODIAN POSITION DESCRIPTION

Mill Woods United Church is seeking an individual to fulfil the role of custodian which includes both cleaning and general maintenance responsibilities. This part-time position is paid on an hourly basis and the incumbent will report to, and take direction from, the Church Administrator.

PRINCIPAL RESPONSIBILITIES:

General Church Cleanliness:

Daily and/or Weekly Duties:

- Thoroughly disinfect/sanitize all touch points within Church building
- Clean, disinfect and restock washrooms; vacuum carpeted floors, dry-mop tile floors and stairs; clean offices, meeting rooms, nursery and kitchen areas

Periodic Duties as Required:

- Clean windows inside and outside
- Strip and wax tile floors

General Maintenance:

- Change light bulbs/tubes; replace furnace filters; replace faucets; minor toilet repairs; painting; inspecting fire extinguishers
- Sprint/Summer: outdoor lawn and yard maintenance; parking lot clean up
- Winter outdoor maintenance: snow removal, sand/salt sidewalks

Prepare Church for Functions:

- Set up and take down chairs, tables, dividers, and other furniture for worship services, meetings and rental groups as required
- Ensure snow has been removed and sidewalks salted or sanded if necessary

Qualifications:

The ideal candidate should be able to:

- Work independently without immediate supervision and adapt to changing priorities
- Work with cleaning chemicals
- Operate and maintain lawn and snow removal equipment
- Perform basic maintenance and repairs
- Lift up to 50 pounds, and be able to lift and carry various objects during a normal work day; and
- Work flexible hours given advance notice for special events

Additional qualifications would be an asset:

- Previous experience in custodian and general building maintenance
- Access to reliable transportation with a valid Class 5 drivers licence

NOTE: Only those candidates selected for interviews will be contacted.
The successful candidate must pass a criminal records check

EXTRAORDINARY RESPONSIBILITIES:

Hours: as required on a fee-for-service basis

Principal Responsibilities:

- Set up and take down for specific functions such as weddings or one-off events. This includes chairs, tables, risers, dividers, carpet runners and, when necessary, snow removal.
- Be available for opening and closing building before and after events.

HOURS: Part time (15 hours per week)

REMUNERATION: to be discussed