

MINISTRY POSITION DESCRIPTION



Position Title: Custodian

Ministry Description: Custodial/Janitorial Duties

Key Responsibilities:

- Ensure that all areas of the church are clean and ready for staff and members of the congregation to use. This includes, but is not limited to:
 - cleaning and sanitizing washrooms;
 - cleaning and minor repairs of all windows and doors;
 - vacuuming and cleaning of carpet;
 - setting up rooms for meetings and assisting with preparations for events such as weddings, funerals, etc.;
 - dusting and cobweb removal;
 - checking of sanctuary, removing garbage and cleaning pews when needed;
 - unlocking and locking church at specified times;
 - replacing any burned out lights;
 - taking out garbage and recycling;
 - putting in supply orders and picking them up;
 - minor repairs and painting;
 - other duties as assigned.

- Work with office staff and Facilities team to make sure kitchen area is up to standards with Food Safety Legislation

- Observe proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles or masks and following written or verbal instructions

- Interact with church members and staff in a respectful, positive manner

Qualifications:

- Agree to and uphold Bethany EMC statement of faith
- high school diploma or equivalent
- custodial experience is preferred
- understanding of cleaning techniques and safety procedures
- ability to make basic repairs, including basic plumbing and electrical work
- capable of lifting up to 50 pounds
- basic understanding of HVAC, boilers and furnace systems
- strong communication, comprehension and interpersonal skills
- flexibility to adjust schedule to suit the needs of the church

- motivation to work independently and prioritize workflow
- access to a vehicle and a valid 'G' license

Working Relationships:

Reports to: Facilities Manager

Works closely with: Facilities Manager, Maintenance volunteer teams, staff

Salary:

- Wage commensurate with experience
- Benefits package available (cost split between employee and employer)
- Probationary period of 3 months

Hours:

- Monday – Friday: 7:30 am – 3:30 pm or 8:00 am – 4:00 pm
 - Capacity to work flexed hours on occasional nights and/or weekends to accommodate special events or rentals is required
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Signed: _____

Date: _____

Signed: _____ **(Supervisor)**

Date: _____