

<b>Job Title:</b>	Custodian
<b>Position Type:</b>	Job Share, Part-time
<b>Location:</b>	Providence Christian Reformed Church, 4845 King St. E. Beamsville, Ontario L0R 1B0
<b>Job Description</b>	
<p><b>PURPOSE</b></p> <p>To ensure the PCRC facility is clean, orderly, accessible, safe and visually attractive.</p> <p><b>RESPONSIBILITIES</b></p> <p>I. Cleaning</p> <p>A. Hallways, Entryways, Stairways, Nursery/Toddler Rooms, Classrooms, Offices and Library</p> <ol style="list-style-type: none"> <li>1. Vacuum high traffic carpeted areas weekly, and low traffic areas monthly.</li> <li>2. Sweep and wet mop all hard-surface floors weekly, and more frequently during winter months.</li> <li>3. Sanitize and polish drinking fountain as needed.</li> <li>4. Ensure that all rooms and walkways are orderly, and free of garbage and clutter.</li> <li>5. Empty all garbage and recycling bins weekly.</li> </ol> <p>B. Bathrooms</p> <ol style="list-style-type: none"> <li>1. Sweep and wet mop all floors weekly.</li> <li>2. Wipe down and sanitize all mirrors, counters, sinks, and faucets weekly.</li> <li>3. Wipe down and disinfect all toilets and urinal weekly.</li> <li>4. Empty all garbage and feminine hygiene receptacles weekly.</li> <li>5. Ensure an odor-free environment at all times.</li> </ol> <p>C. Fellowship Hall and Kitchen</p> <ol style="list-style-type: none"> <li>1. Sweep and wet mop floor weekly.</li> <li>2. Wipe down and stack tables when not in use.</li> <li>3. Stack and organize chairs so that they maintain an orderly appearance.</li> <li>4. Wipe down and sanitize all counters, sinks and faucets weekly.</li> <li>5. Ensure that cupboards and counters are organized and free of clutter.</li> <li>6. Clean all appliances as needed.</li> <li>7. Regularly clean inside of fridge and freezer and dispose of all expired food items.</li> <li>8. Empty all garbage, recycling and compost bins weekly.</li> </ol> <p>D. Auditorium</p> <ol style="list-style-type: none"> <li>1. Vacuum high traffic areas, including stage and aisles, weekly, and low traffic areas, monthly.</li> <li>2. Vacuum and spot-clean pew chairs as needed.</li> <li>3. Align aisles and space pews weekly, per B&amp;G guidelines.</li> <li>4. Uniformly organize all hymnals, Bibles and other pew material weekly.</li> <li>5. Remove all leftover bulletins, papers, and other garbage or recyclables.</li> <li>6. Wipe down grand piano with a damp cloth monthly, and maintain water in “damp chaser”.</li> <li>7. Wipe down all sanctuary stage furniture monthly.</li> </ol> <p>E. General Housekeeping</p> <ol style="list-style-type: none"> <li>1. Wash all entryway glass, including frames, weekly, and more frequently, as needed.</li> <li>2. Wash all facility windows, inside and out, annually, and as needed.</li> </ol>	

3. Wash walls and remove scuffs on walls as needed.
4. Wipe down all baseboards, window trims and sills monthly.
5. Dust all horizontal surfaces regularly and as needed.

II. Preparation for Sunday Services, Weddings, Funerals, and Other Scheduled Events

- A. Unlock all entry doors one hour prior to event, and ensure adequate lighting.
- B. Prepare the space according to the function of the event.
- C. Set up grand piano for all events when piano will be used.
- D. Prepare communion elements and communion table for Communion Sundays.
- E. Following event, clean and organize as needed, turn off all lighting, and lock all doors.

III. Light Ground Keeping and Maintenance Duties

- A. Remove snow and ice near entryways and along walkways, applying sand/salt when necessary.
- B. Maintain the central vacuum system, including changing vacuum bags.
- C. Wax all hard-floor surfaces and shampoo all carpeted areas annually.
- D. Report all repair and replacement needs of building interior, fixtures and contents to B&G.
- E. Ensure that all towel, soap and hand dispensers are full.
- F. Keep inventory of all cleaning supplies and hospitality products, and order new supplies when necessary.

**QUALIFICATIONS AND PREFERRED SKILLS**

This person must have the capacity to work in a team environment, and be a team player in the ministry of PCRC. This person must be detail-oriented, with an appreciation for cleanliness. This person must be able to receive direction, able to work conscientiously on one’s own, and able to provide pleasant, courteous communication to all who use the PCRC facility.

**ADDITIONAL NOTES**

1. Custodial duties are not limited to the job description. Other duties, as assigned.
2. The custodians are not responsible for locking and unlocking the facility for the weekly programs and ministries of PCRC (eg. SMASH, GEMS, Cadets, and Committee Meetings.)
3. The custodians are jointly supervised by the Director of Facilities and the Lead Pastor, and accountable to the Elder Board. All employment and compensation matters are the responsibility of the Elder Board. Annual performance reviews are done collaboratively by the Director of Facilities and the Lead Pastor and/or member of the Elder Board.
4. The custodians will consist of a team of three, alternating weekly, Monday to Sunday.
5. It is understood that hours worked per week will vary depending on the week, facility usage and season, with September to April being more, and May to August being less. Hours per week not to be less than five, and not to exceed 18.

**REMUNERATION**

\$ --- per hour, depending on qualifications and experience. Hours will be submitted monthly to Church Office no later than the 5<sup>th</sup> day of the following month, and will be remunerated on the 15<sup>th</sup> of that month. The custodian will undergo an annual review in October, and any pay increases will be merit-based and consistent with pay levels of comparable non-profit organizations.

Signed By:		Date:	
Last Updated By:	Elder Board	Date:	November 2014