



providence

CHURCH

Job Title:	Custodian
Position Type:	Job Share, Part-time
Location:	Providence Church, 4845 King St. E. Beamsville, Ontario L0R 1B6
Job Description	
<p>Purpose: To ensure the facility of Providence Church is clean, orderly, accessible, safe and visually attractive.</p> <p>Responsibilities:</p> <p>I. Cleaning</p> <p>A. Hallways, Entryways, Stairways, Nursery/Toddler Rooms, Classrooms, Offices, Huron Hall</p> <ol style="list-style-type: none">1. Vacuum high traffic carpeted areas weekly, and low traffic areas monthly.2. Sweep and wet mop all hard-surface floors weekly, and more frequently during winter months.3. Sanitize and polish drinking fountain as needed.4. Ensure that all rooms and walkways are orderly, and free of garbage and clutter.5. Empty all garbage and recycling bins weekly. <p>B. Bathrooms</p> <ol style="list-style-type: none">1. Sweep and wet mop all floors weekly.2. Wipe down and sanitize all mirrors, counters, sinks and faucets weekly.3. Wipe down and disinfect all toilets and urinal weekly.4. Empty all garbage and feminine hygiene receptacles weekly.5. Ensure an odor-free environment at all times. <p>C. Fellowship Hall and Kitchen</p> <ol style="list-style-type: none">1. Sweep and wet mop floor weekly.2. Wipe down and stack tables when not in use.3. Stack and organize chairs so that they maintain an orderly appearance.4. Wipe down and sanitize all counters, sinks and faucets weekly.5. Ensure that cupboards and counters are organized and free of clutter.6. Clean all appliances as needed.7. Regularly clean inside of fridge and freezer and dispose of all expired food items.8. Empty all garbage, recycling and compost bins weekly. <p>D. Auditorium</p> <ol style="list-style-type: none">1. Vacuum high traffic areas, including stage and aisles weekly, and low traffic areas, monthly.2. Vacuum and spot clean pew chairs as needed.3. Align aisles and space pews weekly, per B&G guidelines.4. Uniformly organize all hymnals, Bibles and other pew material weekly.5. Remove all leftover bulletins, papers and other garbage or recyclables.6. Wipe down grand piano with a damp cloth monthly, and maintain water in "damp chaser".7. Wipe down all sanctuary stage furniture monthly.	

E. General Housekeeping

1. Wash all entryway glass, including frames, weekly and more frequently as needed.
2. Wash all facility windows, inside and out, annually and as needed.
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, or arrange to have it done professionally.
- d. Report all repair and replacement needs of building interior, fixtures and contents to Director of Facilities.
- e. Ensure that all towel, soap and hand dispensers are full.
- f. Keep inventory of all cleaning supplies and hospitality products and arrange for ordering of new supplies as needed.
- g. Change filters in heating and air conditioner units as needed.

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 Providence Church. This person must be detail oriented, with an appreciation for cleanliness. This person must be able to receive direction and able to work conscientiously on one's own, and able to provide pleasant, courteous communication to all who use the 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 Providence Church (eg. GEMS, Cadets, Youth, Friendship, Meetings, Early Years, Growth Groups)
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 ideally consist of a team of three, alternating as assigned, Monday to Sunday.
5. It is understood the 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 5 and not to exceed 18.

Remuneration:

\$--- per hour, depending on qualifications and experience. Hours will be submitted weekly to Church Office. Remuneration will be on the 10th of the 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.

Update: September 2017