

Job Title:	Custodian
Position Type:	Part-time
Location:	Providence Christian Reformed Church, 4845 King St. E. Beamsville, Ontario L3J 0N5
Job Description	
<p>PURPOSE</p> <p>To serve the vision (“Together, Following Christ in Mission”) and mission (“Living as Missionaries Loving Lincoln”) of Providence Church by ensuring the Providence Church facility 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 and Library</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 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 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. Huron Hall

1. Clean and sanitize bathroom (toilets, urinals, floor, sinks) bi-weekly, September to April.
2. Sweep, wipe down, and tidy the classroom, stairs and gathering spaces annually prior to the beginning of the ministry year.
3. Empty all garbage and recycling containers.
4. NOTE: The custodian is not responsible for the cleaning and tidying of the workshop.

F. 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. Arrange for the waxing of hard-floor surfaces and shampooing of carpeted areas, as needed.
- D. Report all repair and replacement needs of building interior, fixtures and contents to the Office Administrator.
- E. Ensure 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. 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 Providence Church 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, Highschool Youth, and other Ministry Meetings.)
3. The custodians are jointly supervised by the Director of Facilities and the Lead Pastor, and ultimately accountable to the Leadership Board. All employment and compensation matters are the responsibility of the Leadership Board. Annual performance reviews are done collaboratively by the Director of Facilities and the Lead Pastor and/or member of the Leadership Board.
4. The custodians will ordinarily consist as a team of two, 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.

REMUNERATION

\$ --- per hour, depending on qualifications and experience. Hours will be submitted monthly to Church Office no later than the last day of the month, and will be remunerated on the 10th of that month. The custodian will undergo an annual review, and any pay increases will be merit-based and consistent with pay levels of comparable non-profit organizations.

Signed By:		Date:	
Last Updated By:	Leadership Board	Date:	April 2022

To apply:

Submit a personal letter of introduction, along with your resume to office@providencerc.ca, or drop off during regular weekday hours.