

Church Custodian Job Posting

Reports To

Church Administrator

Overview

- **Clean and maintain** interior and exterior of church building and grounds.
- **Prepare rooms** (set ups) in premises for all events, meetings, funerals, worship services according to specifications; and ensure that the building is returned to original configurations afterwards (take downs).
- **Provide building security** during hours when patrons are in the building.

Accountabilities

Cleaning and Maintenance

- Sanitize all washrooms and re-stock paper and soap
- Clean floors: dry sweeping, wet mopping, vacuuming
- Wipe surfaces such as counters and tables
- Maintain all outdoor walkways, keeping pedestrian areas and parking areas safe during periods of inclement weather (eg. snow clearing, salting, leaves, branches, garbage/debris)
- Cut grass on church property with lawn mower
- Clear snow with shovel, snow blower, and/or snow tractor
- Collect garbage, recycling and green waste from containers located throughout building and setting out the large bins for removal by city
- Clean interior glass windows and doors and exterior within reach
- Perform minor repairs to church premises and equipment
- Maintain adequate supplies of cleaning products, paper products, light bulbs, etc., reordering when necessary
- Ensure that cleaning equipment used at the church (eg. Snow blower, lawn mower, floor cleaning unit) is maintained in good working order
- Sundry duties as assigned (eg. clear blocked toilets, dust pew chairs)

Preparation of Rooms

- Set up tables, chairs, choir risers, other furniture and accessories (including refreshments) in premises for all concerts, events, meetings, funerals, worship services, etc. according to daily written specifications
- Return each room to original configuration afterwards (take downs) and store furniture
- Sundry duties as assigned (eg. change outdoor signage)

Building Security

- Provide building security during hours when patrons other than staff are in the building including church members, visitors, and rental groups
- Unlock building, disarm security system and perform security check on arrival
- Lock building, arm security system and perform security check before leaving
- Take appropriate action when the fire alarm or security alarm sounds
- Offer assistance to anyone in the church who is unfamiliar and their purpose unknown
- Report any incidents such as alarm events, damage to building, disturbances caused by visitors, immediately to Church Administrator or Chair of Property
- Interact in a friendly and helpful manner with members of the congregation, staff, tenants, visitors, contractors etc., providing assistance as necessary (eg. accepting deliveries, providing directions, unlocking rooms as appropriate)
- Sundry duties as assigned (eg. operate elevators)

Competencies

- Ability to communicate effectively in English (speaking / listening)
- Ability to read job orders and instructions
- Able to effect minor repairs, such as repairs to doors, furniture, sinks, toilets
- Able to take direction and show initiative
- Willing to work some holidays and weekends when necessary
- Able to work cooperatively with staff, volunteers, tenants, and external contractors
- Ability to perform heavy lifting and prolonged physical tasks (eg. moving communion table, choir risers, shovelling snow, standing, pushing, pulling, carrying boxes)
- Custodial experience in a church or institutional building desirable
- Vulnerable sector check will be required of the successful applicant

Education

- High school diploma or equivalent

Hours of Work

- Full time (40 hours per week)
- Shift will normally be 8 am – 4 pm Monday through Friday but candidate must be willing to work occasional flexible shifts including evening and weekend work to accommodate the operational needs of the church

Compensation

- Paid salary within a range of \$18-\$20 per hour
- Benefit package provided under the United Church Pension Plan and Core Group Insurance Policy
- 2 weeks paid vacation to be taken in July each year

To apply: Please send your cover letter and resume to: info@esgunited.org. Deadline for receipt of applications is **March 8, 2018**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), Eglinton St. George's provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.