

## Scope

This is an opportunity to work in a family oriented, community based and faith focused environment. The custodian will be responsible for providing overall cleaning and sanitizing services, contact for building inspections, facility rental management and liaising with the maintenance team at Hope Community Church (HCC).

Cleaning would involve full clean of the facility each week, as well as clean up after rentals and deeper cleaning monthly. As the custodian, you are key to creating a clean and comfortable environment for our church community and rental groups.

Various building inspections happen throughout the year which require a church contact. The church was built with the vision of being an integral part of this community. Rentals are an important piece of that vision. You will be responsible for managing and facilitating those rentals. HCC has a maintenance team for the building which you will need to communicate with when issues arise.

## Responsibilities:

1. Facility cleaning and sanitizing
  - a. Cleaning and sanitizing as per separate, detailed Custodial Responsibilities document.
  - b. Maintain a detailed record and supply of cleaning inventory.
  - c. Take garbage bins out to curb on Thursdays and back in on Fridays.
  - d. Maintain and service equipment (vacuums, mops, etc.)
  - e. Maintain an organized and tidy custodial room and supply area.
  - f. Arrange additional cleaning contractors as needed (upper outside windows, carpet cleaning etc).
  
2. Facility rental management
  - a. Meet with potential renters: providing tour of facility, arranging and booking event dates.
  - b. Provide rental agreement and collect damage deposit and proof of insurance.
  - c. Facilitate event:
    - i. opening and closing.
    - ii. setting up (and taking down) tables and chairs as needed.
    - iii. coffee duties.
    - iv. re-cleaning of washrooms and refilling of paper towel and toilet paper dispensers as needed.
    - v. ensure renter has taken their garbage and recycling to dispense of.
    - vi. Re-cleaning of kitchen if this has been used.
  
3. Building inspection
  - a. Be contact person and be available to meet with building inspectors.

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4. Liaison with the maintenance team
  - a. Observe and report any maintenance repairs needed to the maintenance team.  
(this could include but not limited to: lights in auditorium, outside parking lights, parking stall lines, construction needs)
  
5. Support the staff as you work within a team environment
  - a. assist staff with additional cleaning or setup requests.
  
6. Other miscellaneous duties
  - a. Place Lost and Found items in the box at the coffee bar.
  - b. During winter, remove snow and salt sidewalks and outside stairs as needed.

Qualifications:

- Energetic, hard working, reliable and hands on.
- Able to multi-task and be flexible with changes.
- Friendly disposition, courteous and professional.
- Work effectively with minimal supervision; independent and self motivated.
- Able to lift, bend and kneel.
- Knowledge of working with cleaning chemicals.
- Knowledge of safety procedures to ensure safety of facility users and staff.
- Good time management skills.
- Ability to support needs of the church community and public effectively and efficiently.

Personal Qualifications:

As a member of the church staff, it is expected that this successful candidate would conduct both their personal and business life in a manner consistent with Scripture and the mission of Hope Community Church. Love for the Lord and have a willingness to support HCC's ministries within the church and the community.

Education, Experience and Requirements:

Completion of Grade 12.

Prior custodial experience in an office environment is preferred but not mandatory.

Must be available to work weekends. Safety shoes are required.

Accountability:

The custodian will be responsible to the lead pastor.

Work schedule and Compensation:

This is a part-time position. 25 hours per week

Rentals may increase the number of hours required.