

Facility Custodian (part-time) Job Description



Part-Time position:

Reports to: Facility Manager

Work Hours:

A 15-hour work-week will be in effect with an ideal schedule to meet ministry needs:

- **Wednesday: 8:30 – 1:30pm**
- **Thursday: 8:30 – 1:30pm**
- **Friday: 8:30 – 1:30pm**

Scheduling is flexible in consultation with the Facility Manager in order to fulfill position duties. There is potential opportunity for extra hours, dependent on ministry requirements and up to the discretion of the Facility Manager.

Compensation

\$19.00 to \$21.00

Wage is commensurate with experience. Employment is subject to an 8-week probationary period.

Key Access & Alarm Code

GMK, Heritage, waste bin, and dispenser keys.

Position Responsibilities

The successful applicant is a key part of the Facilities Department, supporting ministry requirements, contributing ideas, and helping improve day-to-day operations.

The Facility Custodian demonstrates professionalism and takes pride in maintaining a welcoming and well-prepared environment. This includes but is not limited to dismantling and setting up room configurations for scheduled ministries such as EDGE and Summit Youth programs and Sunday services. Key responsibilities also encompass vacuuming floors and stairwells, wiping down tables, glass windows, and door handles, including cleaning and restocking washrooms, and emptying garbage and recycling. Reports any equipment or maintenance issues including supply necessities to the Facility Manager.

Personal Characteristics

- Loves Jesus and allows that love and character to shine through their life
- A self-starter and punctual
- A team player and communicative
- Can effectively clean, sanitize, and organize facilities for ministry use
- Able to lift and push 25 pounds