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### **Job Position: Church Custodian**

We are seeking a custodian to maintain our Church facilities, including washrooms, meeting rooms, offices, and entrance ways.

**RESUME and COVER LETTER may be sent to:**  
[Personnel.fbcpg@gmail.com](mailto:Personnel.fbcpg@gmail.com)

Posted: June 10, 2022

#### **DETAILS:**

Hours: **up to 20 hours** for regular cleaning duties with more hours available based on events.  
Suggested hours as follows:

- Majority of cleaning time (6 Hours) will be Mondays
- More detailed cleans need to be done during the week and around user groups.
- Wednesdays 3-4 Hours
- Thursdays 2- 3 Hours
- Fridays 4 Hours
- Saturdays 2-3 Hours (as required prep for Sunday or if there are user groups in on Saturday)
- Checklist with schedule to facilitate cleaning the whole building provided

Wage: **\$17+/hr** for regular cleaning duties

#### **Custodian Job Duties:**

- Cleaning church facilities by performing weekly duties and occasional spot cleaning in offices and all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms
- Carries out additional or special cleans as instructed by cleaning supervisor
- Some flexibility needed for special events to adjust cleaning times accordingly
- Regularly empties trash and takes recycling to depot
- Ensures any repairs noticed during cleaning duties are reported to supervisor in a timely manner

- Maintains accurate logs and records of areas that have been cleaned and schedule of regular cleaning
- Maintain outer premises by cleaning all entrances and perimeter reporting any issues.
- Undertake occasional custodial and janitorial tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.)
- Checks regularly and replenishes supplies in washrooms, such as hand soap, paper towels and toilet paper
- Taking inventory of cleaners and other supplies and ordering when items need to be replenished
- Occasional event preparation and clean up including weddings, funerals, and banquets (this is per event pay on top off regular hours)
- Once a year ensure a deep clean of the facility (Spring clean)

**Custodian Job Skills and Qualifications:**

- Attention to detail
- Self-motivated
- Trainable and teachable
- Able to interact with church staff and visitors in a respectful, positive manner
- Flexibility in scheduling
- Use of Google Calendar to work around User Groups