

# FIRST METROPOLITAN UNITED CHURCH

## **Job Description: Custodian**

The Custodian performs day to day custodial and security operations, routine and periodic maintenance activities and provides support services to user groups of the church.

This is a 28 hour per week position. The hours are varied with a mix of days, evenings and weekends. Extra hours may be required occasionally based on operational need.

### **Roles and Responsibilities:**

- Performs cleaning of the church and property
- Performs property maintenance (changing light bulbs, lawn cutting, garden watering and snow removal, etc)
- Procures and coordinates the provision of supplies
- Monitors and adjusts heating and ventilation systems and operates the building steam boiler
- Provides some building security by opening/closing building, arming/disarming alarm system, doing periodic patrols of building and grounds, asking unauthorized people to leave, calling police for assistance as required
- Assists with building evacuation in case of emergencies and assist fire department as required
- Ensures knowledge and understanding of the current activities taking place on the church premises so that physical needs of users are met, this includes provision of set up and tear down of equipment and other related support services as requested
- Assists at weddings and funerals as assigned
- Trains, monitors and supervises some casual custodial staff
- Assumes roles and responsibilities of Building Supervisor during periods of leave or vacation
- Other duties as assigned

### **Position Requirements:**

- Competency in skills related to custodial duties in maintaining the church to acceptable cleanliness and safety standards
- Possess the physical strength, stamina and dexterity to lift, carry, push or pull light to moderately heavy objects
- Ability to work outside in varied weather conditions

- Ability and knowledge of working with toxic or caustic chemicals
- Ability and willingness to learn skills required for the operation of building systems, including electrical, heating, ventilation and security
- Ability to supervise casual custodial staff
- Good interpersonal skills to be able to work cooperatively with broad spectrum of people, including professionals, volunteers, staff and building users
- Possess good ability to follow verbal and written instructions
- Ability to adjust to changes in work schedules

**Qualifications and Education:**

- Building Services Worker qualification or equivalent experience with knowledge of up to date technology and methodologies
- WHMIS certification
- Clean Police Record Check with Vulnerable Sector Check

**Accountability:**

- The Custodian is responsible to the Building Supervisor for building operations, administration and payroll matters
- The Custodian is responsible to the Ministry and Personnel Committee for personnel matters

October 2017