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| ../Documents/The%20House/Website/Logos/TheHouse_logo_circle_gray.jpg | **Custodian JOB DESCRIPTION** |

**POSITION TITLE:** Custodian **EMPLOYEE:**

**REPORTS TO:** Lead Pastor **SUPERVISOR:**

**EMPLOYMENT CLASSIFICATION:**

1. **Job Category:** Ministry Support Team
2. **Continuity:** ● Regular ○ Temporary
3. **Fiscal Year:** ● 12 Month ○ 8 Month
4. **Work Arrangement:** ○ Full Time ● Part Time **Hours per Week:** seasonal flexes 6-12
5. **Compensation:** ○ Salary ● Hourly $\_\_\_\_\_ per hour.
6. **Holidays:** ● In accordance with BC labor requirements.
7. **Benefits Eligibility:** ○ Yes ● No

**ROLE SUMMARY:**

The primary purpose of this role is to ensure the cleanliness, maintenance, and weekly set-up of our venue.

**POSITION REQUIREMENTS/QUALIFICATIONS:**

1. **Education & Experience**

* Custodial and maintenance experience.
* Church ministry experience.

1. **Competencies (Skills, Knowledge, Abilities, Training)** 
   * Knowledge of cleaning products and procedures in a commercial building setting.
   * Skills and knowledge to work with tools on basic building maintenance.
   * Ability to self-manage schedule and responsibilities.
   * Ability to develop a volunteer team to help with maintenance and special projects.
   * Physically able to meet the cleaning and job requirements.
   * Ability to actively assess the needs of the facility and dynamically respond to what needs done.
   * Ability to manage custodial inventory and supply levels.
2. **Commitment**

* Committed and mature follower of Jesus Christ in agreement with the doctrines of the P.A.O.C.
* Serve as an ambassador for The House; committed to living and promoting our Mission, Vision, Values, and Culture.

**KEY CONTACTS/RELATIONSHIPS:**

1. **Internal:** Pastoral Team, Ministry Team, and Department Volunteers.
2. **External:** Congregants, Suppliers and Vendors.

**POSITION AUTHORITIES:**

1. **Expense:** Eligible for expense reimbursements up to $50 unless pre-approved by the Assistant Pastor.
2. **Custody:** Masterkey holder
3. **Systems:** Alarm, Purchasing, Custodial Supplies

**KEY MANDATED RESPONSIBILITIES:**

* ***Regular Custodial Duties*** that support weekly operation of ministry at The House.
  + Perform regular weekly cleaning duties as required.
    - Garbage containers, bathrooms, floors and surface cleaning, etc.
  + Ensure all supplies are stocked including paper towels, toilet paper, tissues, etc.
  + Ensure Sunday morning set-up is prepped and ready in time for the 9am service.
  + Ensure all storage rooms and custodial room are kept organized and orderly.
  + Ensure all light bulbs are operational.
* Coordinate ***maintenance and projects*** as the needs and seasons require.
  + Seasonal response to weeds and upper bank attention.
  + Seasonal response to snow removal and de-icing for Sundays (including side stairwell, front door, path to camper trailer.
  + Seasonal response to extra mopping etc. during snow season on Sundays.
  + Develop a maintenance and special projects facility team.
  + Help coordinate work bee days for special projects and seasonal changes.
  + Furniture and fixture repair and maintenance (ie sticky locks, loose chair legs, wobbly tables).
  + Support special projects like stage changeovers, painting, new design and reno changes.
* Provide support for ***special tasks and responsibilities*** as required.
  + Oversee the management and ordering of all cleaning and custodial supplies and systems.
  + Set-up and clean-up baptismal tank.
  + Help prepare for annual inspections (Interior Health, Fire Department)
  + Serve as #1 contact on Prices alarm call sheet.
  + Serve as central contact for all building related maintenance.
  + Provide support for special events. Additional compensation will be provided.

**KEY PERFORMANCE EXPECTATIONS & GOALS:**

* Develop a consistent schedule and strategy for ensuring regular cleaning and set-up duties are fulfilled.
* Respond to changing building usage levels and weather conditions.
* Ensure all supply levels and systems are managed and kept in an orderly fashion.
* Liaise w/Student Lounge Hosts, Alpha Leaders, Kids Ministry, etc. to ensure our ministry leaders and volunteers know how to properly set-up and clean-up for their ministry events.
* Participate in leadership meetings for The House.
* Strategize with Pastoral Team on ways we can be more effective.
* Ministry involvement with other aspects of the church community (Sunday and people connections)
* Ensure assigned administrative tasks are carried out in an efficient and timely matter.
* Take care of your spiritual life and personal life to ensure you’re healthy for church ministry.
* Serve as an influencer in the overall ministry of The House. Display a care, concern, and willingness to do what it takes to see our church community healthy and strengthened.
* As a person serving in leadership and receiving financial compensation all paid staff are expected to set the example in financially supporting the ministry of The House

**Annual Acknowledgement:**

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Employee Supervisor Date