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JOB TITLE: Custodial/Maintenance Assistant

REPORTS TO: Building Maintenance Manager

POSITION STATUS: Permanent, Part-Time.

Breakdown

- 24 hrs. per week.
- Occasional call in for special events.

Position Purpose:

Assist the Building Maintenance Manager to prepare the facility for use by the Kamloops Alliance Church constituency and community by ensuring cleanliness of the church buildings and grounds and by carrying out set up and take down for events scheduled on the church calendar.

The Custodial Assistant will interact in a positive, flexible way with the ministry heads, whether paid or volunteer, to facilitate them in accomplishing the core values of Kamloops Alliance Church.

Qualities and Qualifications:

- Knowledge and experience in janitorial standards
- Ability to organize and work with limited supervision
- Flexible and able to work on a team and individually

Areas of Accountability:

- Open/Close the facility for in-person gatherings.
- Set up and take down for weekend gatherings.
- Maintain cleanliness of the facility and grounds for all weekend gatherings.
- Clean all offices and common areas.
- Assist Building Maintenance Manager with set up for ministry events, meetings and special events as needed.
- Assist Building Maintenance Manager with weekly cleaning and maintenance tasks.
- Open/Close the facility for special events. (Occasionally)
- Assist weekend staff and Host team, as necessary.
- Fill out required paperwork