



679 Dundas Street West, Belleville, Ontario K8N 4Z2

Custodian/Maintenance Person (Full time Position) – 35 hrs/week

Purpose

To ensure cleanliness and maintenance of the Calvary Community Church facility building and grounds in anticipation of all services and events. The Custodian/Maintenance Person is accountable to the Lead Pastor, and the Board of Deacons with special attention from the Internal/External Property Maintenance Chair.

Responsibilities

- Ensure daily, weekly, monthly, and annual custodial duties are fulfilled promptly as scheduled and with excellence.
- Internal facility: regular cleaning of all rooms and surfaces by dusting, mopping, or vacuuming, cleaning of all washrooms, washing windows as needed and emptying garbage containers daily.
- Check the facility regularly for leaks, appropriate room temperatures, and that all light bulbs are operational inside and outside the building.
- External facility: mow grass, trim shrubbery, maintain and keep sidewalks and parking lots clear and safe, responding to seasonal needs by clearing snow, debris and de-ice as needed. Organize, and oversee garden planting, weeding and maintenance by volunteers.
- Ensure custodial supply rooms are kept organized, orderly, and well stocked by regularly ordering paper towels, toilet paper, tissues, sanitizer, cleaners, and kitchen supplies, etc.
- Keep workshop area clean and organized, conducting preventative maintenance and care on facility equipment (mowers, vacuums, doors, tools, furniture, etc.).
- Perform special duties as assigned (painting, stage design, device installations, renovations, baptismal tank cleaning, etc.).
- Make minor electrical, plumbing and equipment repairs as needed.
- Serve as primary contact for all building related maintenance and service calls.
- Contact contractors and suppliers as needed for snow removal and waste removal, etc.



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- Ensure maintenance of fire extinguishers and alarm system, conduct, and record monthly fire drills, have a clear understanding of capacity regulations and compliance, act as church liaison between Alarm Systems and the Belleville Fire Department.
- Keep track of and ensure set up/ tear down for all special events or rentals of the church facility, including opening and closing of the building as required (will be compensated for additional hours worked).
- Liaise with ministry leaders to ensure their teams know how to properly set up, clean and tear down during and after ministry events.
- Contribute to the overall ministry of Calvary Community Church by displaying care, concern, and a willingness to do what it takes to see our church community healthy and strengthened.
- Prepare annual reports in collaboration with the Internal/External Property Board Members.
- Perform other duties as assigned by the Lead Pastor or Board of Deacons.

Required Character and Skills

- Has a clear testimony of faith in Jesus Christ, a vital growing relationship with Him, and agrees with the PAOC Statement of Fundamental & Essential Truths.
- Regular attendance/membership at Calvary Community Church would be preferred.
- Models a theologically, spiritually, and missionally vital lifestyle.
- Has the skills to use tools for basic building maintenance and renovations.
- Can follow instructions accurately, with the ability to self-manage completion of daily, weekly, monthly, and annual schedules and responsibilities.
- Is agile and physically able to meet the demands of the job requirements.
- Has the ability to actively assess the needs of the facility and proactively respond accordingly.
- Custodial and maintenance training and or experience would be an asset.
- Certificates in ladder/heights safety training would be an asset.
- Knowledge of cleaning products and procedures in a commercial setting, would be an asset.