

FIRST METROPOLITAN UNITED CHURCH

Job Description: Casual Custodian

The Casual Custodian assists the Building Supervisor and Custodian in maintaining the church building and property; performs work of routine difficulty in custodial duties; performs other work as required or assigned.

This is a casual position with variable working hours.

Roles and Responsibilities:

- Security -responsible for opening/closing the building and arming/disarming alarm system
- Cleaning-cleans classrooms, offices, washrooms, and common areas
- Church user groups- Set up/take down of furniture and equipment as detailed in room booking requests, provides access to rooms and acts as an agent of the church with user groups
- Report damage etc. to Building Supervisor.

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
- 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:

- Must possess or be willing to undergo training to acquire WHMIS certification.
- Proven ability to upgrade skills and adapt to new technologies, methodologies and changes in the workplace environment.
- Clean Police Record Check with Vulnerable Sector Check

Accountability:

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

September 2021