

CUSTODIAL FACILITIES COORDINATOR

PRINCIPALE FUNCTION: To keep all rooms of the church clean and in an orderly fashion and serve as Facilities Use Host during special events. Any interested party should submit his/her resume at the office between 9:00-4:30 Tue.-Fri. The closing date for this position is Nov. 10th, 2009.

KEY RESPONSIBILITIES

- Cleaning and presentation of the church building
 1. Clean entrance glass, Vacuum all carpet, Sweep & wash tile floors, Clean washroom fixtures, Empty garbage's, dusting, stripping/waxing of tile floors (except gym), maintain bldg security
 2. Upkeep of the cleaning equipment and restocking the supplies required for cleaning the church
 3. Submit any accrued work related expenses to the Property Administrator for approval
- General maintenance
 1. Repair any hazards i.e. chairs or tables with loose screws or broken legs, burnt out light bulbs, icy sidewalks, leaky eaves troughs and similar hazards
 2. Check fan belts for interior furnaces (training provided) once a year and change the filters twice a year
- Special Events Facilitator: i.e. Baptisms, Wedding, Funeral, 3rd Party events etc.
 1. Ensure the church is presentable for the SE whichever day of the week it is booked.
 2. Be available during a SE in the event there are questions/issues that arise
 3. After the SE the church is to be returned to its normal operating status i.e. all lights in the building are switched off, all fire doors are closed securely and all exterior doors are locked.
 4. Be willing to learn use of basic sound and light equipment; orient users with switches, controls, mikes etc.
 5. Fill & prepare Baptismal tank and drain after event.
- To assume any other duties and responsibilities determined by the Property Administrator

QUALIFICATIONS

- Previous relevant/related experience as janitor with track records & references.
- Experience and knowledge in cleaning practices and techniques, and skill in care and use of cleaning materials and equipment.
- Experience and knowledge in general maintenance and repairs (basic carpentry, plumbing and electrical skills desirable).
- Reliable, self-starter, organized & cooperative.
- Communication skills & courtesy in his interaction with people.
- Efficient and effective time management skills
- Must agree and operate in accordance with the vision and values of SVBC
- There will be a 3 month trial period

COMPENSATION

- 25-30 hours/week @ \$16 – 20/hr depending on qualifications
- Special Events are remunerated if extra work hours are required (up to 6 hrs/week)
- Compensation and performance will be reviewed annually
- All janitorial equipment will be provided at the expense of SVBC

RELATIONSHIP TO OTHER STAFF

- Reports to Property Administrator who reports to the Servant Team
- Coordinates with staff as necessary