



Job Description

Custodian

January 8, 2020

Title:

Custodian

Overview:

This position includes janitorial and set-up for WCV and rental activities at 782 Main St. and some security services.

Key Responsibilities:

- Clean offices, sanctuary, kitchen, washrooms, meeting rooms, Flatlanders Studio and Kid's church areas.
- Set-up spaces for church and rental events (chairs, tables, etc).
- Hosting rental groups including providing access to space, set-up, equipment, etc.
- Doing laundry
- Monitoring and replacing pest control traps.
- Light maintenance duties (changing lightbulbs, etc.)
- Monitoring inventory of supplies (cleaning supplies, paper towels, toilet paper, etc).

Skills and personal qualities:

- Cleaning experience is an asset.
- Clean, tidy and efficient.
- Friendly and welcoming.
- Trustworthy and timely.
- Able to work in a minimal supervision environment.
- Able to enforce rules and limits with kindness.
- Able to do some light physical labour (moving chairs, tables, mopping floors, etc.)

Supervision:

- Direct supervision by WCV Administrator.

Financial & Time:

- 20 hours / week.
- \$14 / hour.
- Three month probation.

To Apply:

- Please forward a resume to: andy@wcvchurch.ca including job start availability.
- Should you be invited to an interview, we will be asking for two references including one personal reference and one reference from a previous employer.
- Applications will be accepted until February 5, 2020.