

Cariboo Road Christian Fellowship Position Description

Position Title – Custodian & Grounds Worker

Scope of Work - The Custodian will perform a wide variety of custodial duties in order to ensure that the CRCF building and grounds are maintained in a working, orderly and safe environment to the people attending the church.

Reports To - The Custodian & Grounds Keeper will report to the Head Custodian & Administrator.

Hours of Work - This position is a part-time position at approximately 15 hours a week.

Job Responsibilities & Duties

- Minor repairs (e.g. to walls, locks, doors, plumbing, equipment, chairs, check the chairs to tighten screws and ensure rubber feet are on table, minor paint jobs, etc.) whenever necessary.
- To ensure that the heating, air conditioning, alarm/security system, roofing, lighting, plumbing of the building are regularly serviced and maintained in very good working order. Replace light bulbs as required
- Purchase any supplies needed for repairs
- To be available to attend to building emergency requirements (e.g. alarm system going off; floods, heating or air conditioning system malfunctions; etc.) as and when required.
- Setting up/taking down chairs and tables for events as well as Sunday mornings
- Remove snow on sidewalks and sand/salt as necessary. Contact the snow removal company for snow removal
- Maintains exterior building and grounds such as exterior window washing, pressure washing, grass cutting, trimming bushes/trees, fertilizing, weed control, cleaning gutters/drains
- Set up the baptismal tank when needed.
- Turning on the sprinkler system in the spring and off in the fall

- Resolves problems to ensure efficient and safe Church operations on an ongoing basis, ensure the building safety standards are maintained.
- To advise the Church Administrator on matters regarding major repair, painting, etc.
- To perform other custodial duties as required by the Church Administrator and/or the Building Committee.

Skill Set

- Ability to trouble shoot all aspects of running the church building
- Variety of electrical, plumbing, painting and carpentry skills
- Minor repairs
- Organize and oversee regular maintenance of heating, air conditioning, lighting
- Ability to organize work space, control of supplies ie: paint,

Competencies

- Quality of work – demonstrates accuracy and thoroughness; monitors own work to ensure quality
- Quantity – works quickly and completes work in a timely manner
- Organizational support – follows policies and procedures
- Time Management – completes all assigned work in a timely manner, plans and uses time efficiently, able to prioritize work load daily
- Professionalism – Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions
- Dependability – follows instructions; responds to management direction; keeps commitments, able to work independently
- Christian Experience – applicant must be an evangelical believer who is comfortable working in an evangelical church environment.