



St. Andrew's United Church
89 Mountainview Rd.-S., Georgetown, ON L7G 4T9
www.standrewsuc.ca (905) 877-4482



Custodian Job Posting

Church Custodian-Part Time: (10-20 hours per week and flexibility required)
Reporting to: Ministry and Personnel Committee (M&P) Supervised Regularly by the Office Administrator
Compensation: \$18.53-\$21.50 per hour (Based on Experience) Benefit Program May be offered (Depending on Work Hours)

General Description

Reporting to the M&P committee and working closely with the staff within St. Andrew's (Minister and Office Administrator) this position serves to provide the regular cleaning of all spaces within and around the building. While property maintenance is not explicitly part of this role the identification and monitoring of key areas is required. This role is responsible for clean up of all areas used for multi purposes across all days of the week and in alignment with the changing rental uses. The individual must work to ensure the highest standard of care for the cleaning, including following infection prevention and control practices. The public nature of this position requires strong customer service and collaboration skills to support the public in the use of the facility.

Accountabilities

- Maintain an awareness of all scheduled activities and ensure appropriate spaces are in a clean, safe, and welcoming condition prior to all program start times
- Be knowledgeable about the features of assigned facilities and when on site be able to assist the partners using the space with key requirements for using the space
- Perform cleaning functions and general maintenance as defined and scheduled (mopping and vacuuming floors)
- Responsible use and care of all resources (including supplies – chemicals and cleaning materials and equipment)
- Provide a safe environment for the public and staff while performing maintenance duties by maintaining health and safety practices and procedures
- Ensure appropriate maintenance supports are in place for programs and events
- Handle contentious issues in a professional manner as needed
- Monitor and watch building activities and report any incidents/infractions
- Shovel snow and to keep all exit doors, walkways cleared and salted as required
- Sweep walkways and entrances as needed, including picking up litter



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- Maintain regular garbage and recycling practices within the church and place garbage out within municipal cycle
- Order and arrange pick up or delivery of cleaning and service supplies (towel, garbage bags, napkins, toilet paper etc.)
- Assist the Minister or Office Administrator and various church groups with any set up and take down requirements in connection with use of facility
- Must complete and file all daily maintenance related records and logbooks as assigned
- Perform job related duties

Experience & Requirements:

- Secondary School Diploma or equivalent
- Previous experience in performing building cleaning, housekeeping, and maintenance
- Proven high level of customer service skills; ability to work in cooperation with others
- Ability to work alone or with minimal supervision
- Ability to perform all physical requirements for facility maintenance activities
- Knowledge of the Occupational Health and Safety Act and training in Infection Prevention and Control practices are considered an asset
- Previous experience is considered an asset
- Valid Ontario Driver's License (Class G) is considered an asset
- Flexibility in schedule to match with space uses is required

Qualified Applicants should submit a cover letter and resume to standrewsoffice@cogeco.ca by December 5th, 2022.