



niagara worship centre

Church Custodian

Hours: 14 hours per week

Responsibilities:

1. To Prepare the facilities for regular weekly, monthly or additionally approved activities
2. Preparation of facilities is to include, but not be limited to: cleaning, dusting, vacuuming, mopping, garbage removal and furniture arrangement.
3. Outdoor maintenance is to include, but not be limited to, cutting grass, weeding gardens, trimming, collecting litter, snow removal and salting of walkways and stairs
4. Ensuring building & equipment is mechanically safe and operational
 - A. Report all needed repairs to the Pastor prior to work being done
 - B. Carry out minor repairs as needed
 - C. Maintain a sufficient supply of needed materials and equipment for caretaking duties within budget
 - D. Maintain cleaning equipment (eg. emptying vacuum bags, cleaning filters, etc.)
5. Conduct monthly property walk-through and report to the Pastor.
6. Record all hours and a summary of work performed during every entry. Submit to the Bookkeeper for payroll and records.
7. Once approved and assigned, any additional duties required for preparation of an activity or clean-up after an activity (i.e. wedding/funeral) will be reimbursed at the regular hourly rate including hours worked in excess of the planned 14 hour work week.

Reports to: Lead Pastor

*Send your application to Pastor Tim with the subject line “Church Custodian” to tim@niagaraworship.ca