**JOB DESCRIPTION:**

**PRAIRIE SPIRIT UNITED CHURCH JOB DESCRIPTION CUSTODIAN**

**Permanent Part Time**

**Congregational Description**

Prairie Spirit United Church (PSUC) is a new faith community striving to be more present in our physical community - in an age when church is not exactly “trending”. PSUC is the result of three faith communities with vibrant histories having the vision, courage, and commitment to adapt to their circumstances, by coming together to form a new faith community. We are passionate about our faith and look to expand and build on our strengths.

**Our Mission Statement**

Prairie Spirit United Church is an inclusive community of faith, walking the path of Jesus as we worship God. We do this by engaging with our community, by offering our gifts to aid where we can, and by telling our faith stories to all generations.

**Job description**

**Purpose:** The Custodian performs custodial and maintenance duties in and around the Church facility, troubleshooting issues of concern, and performs minor repairs or responds to emergency calls for service. The Custodian organizes church facilities for a variety of church community events. The Custodian works closely with employees and the public to meet custodial needs of the areas, ensuring safe operation.

**Accountability**: The Custodian is accountable to the Oversight Council, through the Ministry and Personnel (M&P) Team with direct supervision from the Property Team.

**Skills and Qualifications:**

* Grade 12 education or equivalent is preferred
* the ability to receive instructions in writing and provide written reports is required
* Experience in cleaning buildings is required
* Knowledge in the use of cleaning equipment and the use of appropriate cleaning materials is required
* Ability to maintain an inventory of cleaning supplies and consumables is required
* Basic knowledge of buildings and building systems to be able to perform routine maintenance tasks and identify problems is preferred
* Experience in doing minor repairs and building maintenance including minor painting is preferred

**Personal Attributes**

* Have a clean and tidy appearance and good interpersonal skills
* Ability to be self-directed, responsible, punctual, manage time well and complete tasks on time
* Have the physical ability to perform the duties including climbing up to 3 metre ladders
* Must be able to work hours as necessary to complete tasks by deadlines. This will require some daytime and evening work
* Ability to communicate by computer and/or smart phone an asset

**Responsibilities and Duties**

The Custodian will:

* Maintain the cleanliness of the interior of the church building doing light cleaning as necessary, scheduled cleaning, and heavy cleaning on a prescribed basis
* Ensures washrooms and other areas have the necessary supplies for personal hygiene
* Clean litter from the grounds and parking lot
* Monitor the building and immediately report any areas that need attention to the Property Team
* Perform minor repairs and maintenance not requiring a tradesman
* Set up / take down tables, chairs and other furniture for church functions and rentals
* Maintain sufficient inventory of cleaning supplies, paper products, light bulbs and spare parts
* Strip and re wax hard floors annually
* Clean internal glass surfaces and windows as required
* Attend team meetings with the minister and other staff, attend Property Team Meetings on a regular basis
* Other duties as assigned

A detailed list of duties is attached in Appendix A at the end of this document.

**Other**

* The Custodian has some flexibility in hours and will take one day off weekly at their discretion
* Must be available given sufficient notice to perform extra custodial duties for pre-booked events, such as weddings, funerals, concerts, and other gatherings. The payment for these events will be over and above the custodian’s regular 20 hours per week.
* Payments for extra cleaning will be made through the ADP payroll service
* Police Records and Vulnerable Persons Check are a requirement of employment at PSUC

**COMPENSATION**

This position is twenty (20) hours per week (plus rentals)

Remuneration is at minimum $16.00 per hour. After three months employment, entitled to benefits as mandated by The United Church of Canada. Position is contract until 30-June-2021 at which time based on performance review can be made permanent.

**Payment:** Pay is monthly, through the ADP payroll service

**Overtime**: Must be requested in advance in writing and only used when approved

**Vacation:** Three (3) weeks of paid vacation per year, pro-rated to the number of hours worked. Vacation can be taken as earned but is expected to be taken mostly in July or August. Vacation time is to be requested through the M&P Team and coordinated with other staff

**Holidays:** Manitoba has eight (8) paid statutory holidays each year: New Year’s Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, and Christmas Day. If a statutory holiday falls on a weekend, the following Monday is designated as the day off.

As of 2021, PSUC is standardly providing days off for Terry Fox Day (formerly the Civic Holiday), Remembrance Day and Boxing Day which are to be taken on “the day of”, if they fall on a weekday.  If Remembrance Day or Boxing Day falls on a Saturday, then it will be taken the following Monday.  If Boxing Day falls on a Sunday, then it will be taken on the following Tuesday.

**Sick Leave:** Accumulated at a rate of .775 days per month. This type of leave may be used as soon as it is earned and is cumulative to a maximum of 10 days and is not available to be carried over year to year. Sick leave absences of more than 5 consecutive days will require a physician’s note. There will be no cash equivalent paid out for unused sick leave**.**

**Bereavement:** Time off without loss of salary, not exceeding (4) four days, will be granted in the case of a death in the immediate family. The Oversight Council is responsible for arranging for a volunteer replacement.

**Requests for vacation time, sick leave, bereavement time and continuing education will be made through the M&P Team.**

In the event that the custodian chooses to resign from the position it is required that at least 2 weeks written notice be provided. In the event of termination of employment, 2 weeks of notice will also be provided by the employer to the employee except termination with cause then no notice will be required. Exceptional circumstances may apply.

Please provide a cover letter with submission of your resume. Thank you for applying, only those selected for an interview will be contacted.

Application deadline: 2021-Mar-22 (presuming posting on 08-March-2021)

Expected start date: 2021-Apr-01 or sooner if available

Job Types: Part-time, Contract, Permanent

Benefits:

* Standard United Church of Canada benefits
* On-site parking

Appendix A: **Specific Responsibilities:**

The following is a definition of PSUC custodial duties, performance standards, and priority scheduling expected in the completing of responsibilities

# Frequency Legend

DA – Daily WK – Weekly

AN – Annually AR – As required or requested

## Definitions & Standards

* **Sweeping:**

Includes brush or mop sweeping or vacuum sweeping without damage or marking to furniture, doors or base trim.

Furniture moved during sweeping shall be replaced on completion of work. Swept surfaces shall be left free of all dirt, dust, grit, lint and debris. All such debris will be removed to containers and kept until weekly waste/recycle removal day specified.

*FREQUENCY*  AR Special & office – 3xWK

* **Damp Mopping:**

Cleaning of non-carpeted floor surface using cotton or sponge mops. Appropriate stain removal agents unheated water, and detergent, if required, using as small amount of water possible. Any deposits remaining shall be removed and surface dried.

*FREQUENCY*  WK, Special - AR

* **Floor Scrubbing:**

Cleaning concrete, tile, terrazzo floors by use of a cylinder or disc machine, and detergent solution, using as small amount of water as possible, followed by a plain water rinse and water pickup. Surface shall be left without imbedded dirt, cleaning solution, film, debris stain marks or standing water.

*FREQUENCY* – AR

* **Stripping:** Hard flooring surfaces will be stripped and refinished

*FREQUENCY* Summer

* **Primary Waxing:**

Application of two coats of wax with clean applicator over the entire floor after wax removal as above, with thorough buffing after each coat.

*FREQUENCY*  each time wax removal is accomplished

* **Touch-up Waxing:**

Application of wax in heavy traffic areas between primary waxing. Includes thorough damp mop cleaning of the entire to be waxed area, prior to application of wax followed by buffing after application.

*FREQUENCY*  AR

* **Wax Buffing:**

Wax must be thoroughly dry before buffing. Buffing shall be enough to bring surface to a uniform shine. Woodwork, baseboards and furniture shall not be flawed or stained by the buffing equipment or materials used. All remaining dirt and dust shall be swept clean.

* **High & Low Dusting:**

Removal of dust from walls, ceilings, speakers, ledges and shelves including cloakroom. Removal of dust from furniture, window ledges, fire extinguishers, baseboards, pews and pianos

*FREQUENCY*  WK, Special AR

* **Spot Mopping:**

Spot will include the removal of water and/or stain caused by spillage or soiling of small areas of the floor surface.

*FREQUENCY*  AR

* **Carpeted Floors:**

Routine cleaning is by vacuuming. Emergency clean-ups due to spills and other stains shall be attended to immediately using the appropriate cleaning method recommended by the supplier.

*FREQUENCY* WK, Special - AR

* **Washrooms & Miscellaneous Cleaning:** (urinals, toilets, washbasins, drinking fountains)

The inside and outside surfaces of these fixtures shall be cleaned to remove all dust, stains, scale, and other foreign matter in order to maintain a highly-sanitary condition at all times. The floors shall be mopped and rinsed free from soap solution. Partitions, doors and counters washed, mirrors shined. Towel, toilet paper and soap dispensers maintained at all times, cleaned and refilled as necessary.

*FREQUENCY*  DA, Cleaned – AR

* **Cleaning of Light Fixtures:**

Light fixtures shall be dusted on the outside, fluorescent and incandescent shades removed and cleaned inside and outside.

*FREQUENCY* – AN

* **Cleaning of Glass Doors and Glass Partitions:**

All internal glass and windows to be cleaned and polished. External windows to be cleaned by professional window cleaners.

*FREQUENCY*  WK, AR

* **Maintenance & Refuse Collection**

Inspection daily of grounds including parking lot and all refuse removed. Refuse and separated recycling material is to be placed in appropriate containers and as per City collection cycle placed at curbside. After pick up empty containers to be returned to locations in or around the building.

*FREQUENCY* DA, Special – AR

* **As Needed Tasks**
  + Chairs and Tables set up, at the direction of the Office Administrator and/or Rentals Administrator
  + spot cleaning,
  + light bulb replacement – (must be able to climb at least 3 metre ladders)
  + washroom supply inventory ordering – (order directly through Office Administrator or through Property team)
  + inspection and notification of malfunctions in heating or cooling equipment to Property team
  + Inspection and notification of malfunctions in sump pump(s) operation to Property team
  + Inspection and notification of malfunctions in any plumbing equipment to Property team.
  + Notification to Property team of any unusual occurrence or unwanted persons in or on PSUC property.
  + Notification to Property team of reoccurring excessive refuse found in parking lot or on church grounds.
  + Participate in active rodent control throughout church building, especially in the fall months.
  + Liaise regularly with Office Administrator, Rentals administrator, M&P chair and Property team chair.
* **Rental / Funeral Duties (Paid extra through rental charges)**

At the direction of the Office Administrator, and/or Rentals Administrator with adequate advanced notice, be available to perform several of the above tasks and duties for PSUC-sanctioned paid rental functions. This may include, but not be limited to:

* + Set up and take down of tables, chairs
  + Moving or removing and replacing furniture on the Sanctuary Chancel
  + Being available to unlock / open / close / lock building
  + Ensure area(s) rented are cleaned before and after event
  + Place / remove restricted parking signs in parking lot