

All Saints' Anglican Church

Staff Position Job Description – Custodian

Email: AllSaintsWindsor@DioHuron.org

TITLE: Custodian, Part-Time Deadline for resumes December 8th,2023	
GOALS: To keep the church and it's property clean and safe	TERMS: 20 hours/week paid employment
ACTIVITIES: TASKS AND RESPONSIBILITIES: Works mornings as negotiated Work under the authority of Wardens and the supervision of the Property Team Leaders	
SKILLS, EXPERIENCIES & QUALIFICATIONS: Previous cleaning experience Basic handy person skills Have WHMIS training and certification Knowledge of church premises and systems (heating and cooling, security) Strong inter-personal skills in communicating with the diverse community that surrounds our church. Must be a handy person with some experience and must know when to ask for help	
PERSONAL TRAITS & QUALITIES: Reliable, trustworthy, conscientious Self-motivated and able to work independently Physically fit and able to stand and walk for long periods	
ORIENTATION & TRAINING: On the job instruction WHMIS training will be provided if needed	
SUPPORT, SUPERVISION & EVALUATION: From the Property Team Leaders and the Wardens	
MANADATORY ACTIVITIES: Custodian is a key holder and has security code access Daily cleaning routines as well as daily clean-up of church property Daily walk through of the entire church building and report any repairs that need attention (ie. Leaks, cracks, etc.) to the Property Team Leaders immediately Snow removal and salting pathways in the winter months Minor repairs and maintenance as required Maintain supplies	
WORKING CONDITIONS: Work takes place in the church building and surrounding property on a daily basis Occasional weekend clean up (ie. after receptions, funerals, etc.) Must be able to operate some cleaning equipment Often alone on the church premises	
SCREENING MEASURES: Police Clearance	LEVEL OF RISK: High