**POSITION DESCRIPTION – CUSTODIAN**

**POSITION TITLE:** Custodian

**WORK LOCATION:** St. George’s Anglican Church, Crescentwood, 168 Wilton Street, Winnipeg

**POSITION SUMMARY**

Reporting to the Rector and accountable to the Corporation, the Custodian is responsible for cleaning and maintaining the church building and grounds. This includes performing all scheduled and ad hoc cleaning activities, maintaining the grounds (grass, leaves, and snow/ice), as well as setting / cleaning up for, and generally supporting events by the parish and renters of the facility, all of which supports the operation of St. George’s Anglican Church, Crescentwood. The employee works closely with the Property Committee Chairperson to identify required maintenance and repairs.

The employee will work both independently and collaboratively as part of a team and provide support to clergy, employees, parish leadership (particularly Corporation), volunteers and parishioners and renters of the facility. Completeness of tasks performed, speed and accuracy, attention to detail and a strong focus on service delivery are of critical importance. This position plays a key role in the successful operation and growth of the parish and orderly flow of worship. The position relies upon other parish employees, Committee chairpersons and their teams to achieve this; therefore, communication, teamwork, initiative, judgment and problem-solving are core competencies.

**SKILLS REQUIRED**

* Awareness of, and ability to respond effectively to the needs of the parish and other users of the building
* Interact well with others, individually and as part of a team
* Strong oral and written communication; Ability to understand and follow instructions
* Attention to detail
* Proficient in planning, organization and time management
* Competent reading and performing arithmetic calculations
* Ability to operate vacuum cleaner, autoscrubber and carpet cleaning equipment, custodial hand tools including mop, brooms etc.
* Ability to keep minor records
* Must maintain a neat and tidy appearance and have good grooming skills
* Physically able to perform the duties assigned
* Able to lift objects weighing in excess of 25 kg

**QUALIFICATIONS / EXPERIENCE**

* Grade 12 graduate or equivalent
* One year experience in custodial / cleaning role preferred
* Physical capability to perform assigned physical tasks (lifting heavy loads; cleaning surfaces, climbing heights, snow removal and lawn care)
* Knowledgeable in the operation of mechanical, electrical and plumbing components of the building and appropriate cleaning products (heating, plumbing, fire protection, AED, safe use of cleaning chemicals, etc.)

**DETAILED DESCRIPTION**

* General cleaning and maintenance of building and grounds
* Inventory control; ordering supplies within approval limits
* Set up and take down of furniture, displays and decorations that support all parish activities, including worship services, and organizations renting facilities
* Movement of donated items to and from the parish hall and storage areas
* Complete small repairs to furniture, electrical, plumbing and mechanical equipment
* Perform regular checks of building systems and equipment and update records
* Notify Property Chair of any failure, potential failure or required repair to building systems and equipment
* Liaise with contractors as directed and required by the Property Chair
* Other duties as assigned

**SUPERVISORY RESPONSIBILITIES**

* None

**SUPERVISION RECEIVED**

* Rector and Corporation

**HOURS**

* Permanent part time; Monday to Friday: summer – 10:00 AM to 2:00 PM and winter - 10:00 AM to 3:00 PM or as mutually agreed
* Additional hours where required, with prior approval by Rector or Corporation

**SALARY**

* $18 per hour or more based on experience. Documented in Letter of Offer

**VACATION**

* Based on the Employment Standards Code (Manitoba)
* To be taken within the calendar year
* Dates to be approved by the Rector and/or Corporation

**SICK LEAVE**

* Sick leave is allowed at 1 day per month (twelve (12) days per year)
* Upon request, the Custodian will provide the Rector and/or the Corporation with details relating to a medical absence greater than three (3) days, substantiated with a letter from a physician licensed to practise medicine in Manitoba