

## **Position Description**

### ***Position***

Part-time Custodian

### ***Purpose***

To create a welcoming and inviting facility by ensuring Living Hope facilities are well kept and free from detractors.

### ***Responsibilities***

#### **Custodial**

- Respond to requests from renters, set up and take down furniture and equipment for a wide variety of church and community events.
- Perform routine and comprehensive custodial maintenance as assigned, such as vacuuming, cleaning washrooms, cleaning windows, emptying garbage, carpet cleaning, mopping floors, etc.
- Maintain an inventory of cleaning and maintenance supplies in service rooms.

#### **Maintenance**

- Regularly attend to outdoor seasonal maintenance (lawn mowing, watering, snow removal, etc.).
- Perform security check of the building

#### **Other**

- Other facility-related responsibilities as assigned by the Lead Custodian

### ***Accountable for***

- Cleanliness of the building, securing the building and setting the alarm.

### ***Works Closely with***

- All Staff
- Event Hosts and Activities

### ***Accountable to***

- Lead Custodian

### ***Work Schedule***

- 10 to 20 hours per week (primarily evenings and weekends)
- Duties to commence September 1, 2021

Submit applications to Kevin Sykes at [info@mylivinghope.ca](mailto:info@mylivinghope.ca). Applications must be received by August 10, 2021.