

Living Hope Alliance Church
Part-time Event Host and Custodian
10 to 20 hours per week (primarily evenings and weekends)

Position Purpose

To create a welcoming and inviting facility, ensuring Living Hope facilities are well kept by providing careful and thorough cleaning, tidying, and sanitation of the premises and serving as Event Host for facility rentals.

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

- Maintain compliance with all safety standards
- Regularly attend to outdoor seasonal maintenance (lawn mowing, watering, snow removal, etc.)
- Provide regular, simple maintenance of facility and equipment

Other

- Perform security check of the building, setting or disarming alarm, locking/unlocking parking lot gate
- Other facility-related responsibilities as assigned by the Facility Manager

Works Closely with

- All Staff, particularly the Facility Manager and Director of Operations
- Facility renters

Accountability

The part-time Event Host and Custodian is directly accountable to the Facility Manager, Director of Operations, and Lead Pastor