

**JOB TITLE:** Custodian

**REPORTS TO:** Head Custodian to Operations Team Lead

**POSITION STATUS:** Permanent Full-Time (40 hrs/week) (Flexible Scheduling: days, evenings, weekends, on call)

**POSITION PURPOSE:**

The Custodian supports the mission of Grande Prairie Alliance Church by maintaining a clean, safe, and welcoming environment in all areas of the church building and grounds. This role ensures that facilities are well prepared for Sunday services, children's ministry programs, weekly activities and special events, creating a space that fosters worship, community and hospitality.

**KEY AREAS OF RESPONSIBILITY:**

- **Cleaning and General Maintenance**
  - Perform daily cleaning, including vacuuming, mopping, sweeping, dusting, and sanitizing high-touch areas.
  - Clean and restock restrooms, children's ministry classrooms, nursery, hallways, offices, kitchens and common areas
  - Empty garbage and recycling bins throughout the building
  - Perform basic maintenance such as changing light bulbs, unclogging drains, and reporting repair needs
- **Children's & Ministry Care**
  - Ensure nursery, children's classrooms, and youth areas are sanitized and prepared for Sunday programs and mid-week ministry activities.
  - Maintain a safe and hygienic environment for the children's ministry use
- **Event & Service Support**
  - Assist in setup and tear down for Sunday gatherings, weddings, funerals, rentals, meetings and other events.
  - Arrange rooms according to ministry requirements
- **Building & Security Checks**
  - Unlock and lock facilities as scheduled or required
  - Perform closing rounds following events and services to ensure safe shutdown of the building
  - Check building and grounds for safety hazards and report issues promptly
- **Outdoor Responsibilities**
  - Assist with exterior upkeep, including clearing entrances and sidewalks of snow and/or ice and sweeping walkways.
  - Help to maintain a neat and welcoming entrance for all visitors
- **Supplies & Stewardship**
  - Monitor inventory of cleaning and bathroom supplies
  - Use cleaning products responsibly according to safety guidelines

**QUALIFICATIONS:**

- Previous custodial or janitorial experience is an asset, we will train the right candidate
- Physical ability to lift and carry 25 – 50 lbs, bend, reach, and be on feet for extended periods
- Dependent, punctual and able to work independently or as part of a team
- Flexibility to work evenings, weekends and occasional holidays as required
- Demonstrated reliability, professionalism, and respect when serving staff, congregation, and community users of the building

- WHMIS certified or at least willing to get certified.

**WHAT WILL HELP YOU THRIVE:**

- Strong attention to detail and pride in quality work
- Ability to follow routines as well as adjust for unexpected needs
- Problem-solving skills for minor maintenance or facility concerns.
- A heart for service and fostering a welcoming environment in alignment with the church's mission

**WORKING CONDITIONS:**

- Balance of indoor custodial tasks and outdoor seasonal duties, such as snow and ice removal
- Exposure to cleaning chemicals (protective equipment provided)
- Evening/weekend shifts required, including Sunday service support.

**TO APPLY:**

Email your cover letter and resume to [dwayneb@gpalliance.ca](mailto:dwayneb@gpalliance.ca).

This position will remain open until the suitable candidate is selected.