

JOB TITLE: Weekend Custodian

POSITION STATUS: Permanent Part-Time (16 hrs/week), Saturday & Sunday

POSITION PURPOSE:

The primary purpose of the Weekend Custodian is to maintain a clean, safe and secure environment in the facility during weekend operations. This role will provide coverage for custodial needs, event setups and tear downs, building access management, security tasks and overall facility preparedness.

KEY AREAS OF RESPONSIBILITY:

Custodial Duties

- Clean and sanitize washrooms and common areas in preparation for Sunday gatherings, or as needed.
- Ensure that trash and recycling containers are regularly cleaned and emptied.
- Physical duties such as sweeping, mopping, vacuuming, and dusting will be required.
- Ensure that washrooms, Kid's Wing classrooms, and entry rugs are clean and prepped for the weekend.
- Restock supplies in washrooms, Café, and other areas as needed.

Set-ups and Tear Downs

- Arrange furniture and equipment for scheduled events or meetings.
- Dismantle and store furniture and equipment following the events.
- Ensure event spaces are reset to standard layouts.

Building Access

- Open the building at the start of each shift, ensuring all entry points are secure and operational.
- Close and secure the building at the end of each shift, including locking doors and activating alarms.

Sidewalk and Exterior Maintenance

- Continually monitor sidewalks and entryways to ensure they are clear of debris, snow, or ice as needed.
- Maintain safe and accessible walkways for all visitors.

Security

- Monitor building premises for safety and security concerns.
- Respond to emergencies or alarms according to established procedures.
- Report incidents or suspicious activity to appropriate personnel.

QUALIFICATIONS:

- High school diploma or equivalent preferred.
- Prior custodial or facilities experience is preferred.
- Ability to perform physical tasks, including lifting up to 50lbs, bending, or standing for extended periods.
- Reliable, punctual, responsible, and able to work independently.
- Knowledge of cleaning procedures and proper chemical handling.
- Basic knowledge of building security and safety protocols.

What will help you thrive:

- Heart to serve and support staff with a positive customer service orientation.
- Takes initiative as a self-starter, consistently demonstrating the ability to anticipate needs and solve problems proactively.
- WHMIS training.
- Collaborate effectively with other facilities staff or staff to address the changing demands of setups and tear downs.
- Experience working within a Christian organization.

TO APPLY:

Email your cover letter and resume to: dwayneb@gpalliance.ca.

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