

JOB DESCRIPTION FOR THE POSITION OF <u>Part-Time Custodian</u>	Forest Grove Community Church
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I. Position Overview:

The Part Time Custodian will support the ministries and rentals of Forest Grove Community Church (FGCC) by performing cleaning, maintenance, and set-ups of the buildings and grounds of FGCC. Some physical lifting will be necessary and access to a vehicle is required. This is an on-going part-time role.

II. Authority:

This position functions with authority from Council through the Lead Pastor. The Part-Time Custodian will report directly to the Head Custodian, under the Facility and Resource Manager, and the Pastor of Discipleship.

III. Limitations of Authority:

The limitations of this position are determined by the:

- Laws of Saskatoon, Saskatchewan, and Canada
- Bylaws of Forest Grove Community Church and the Saskatchewan Conference of the Mennonite Brethren Churches
- Statement of faith of the Mennonite Brethren Church
- Strategic ends and policies of FGCC as established by the FGCC Council
- The FGCC expectations for Staff
- Limitations specific to this position

IV. Description of Responsibilities and Authority:

As directed by the Head Custodian and/or the Facility and Resource Manager, specific responsibilities would include:

- Maintaining an appropriate level of cleanliness and maintenance in all areas of the facilities.
- Ensuring that all set-up requests are honoured and that all booked resources and facilities are clean and ready to use for the ministry event or booking party.
- Providing seasonal maintenance of the grounds around our buildings by shovelling snow, salting sidewalks, cutting grass, pulling weeds, etc.
- Position requires access to a vehicle to drive between sites; valid driver's licence, a mobile phone for communication during work hours; and the ability to lift and move moderate to heavy items/loads.
- Basic problem-solving of any facility and equipment issues that arise during shift.
- Using integrity in all dealings with those inside or outside our organization.

V. Desired Qualifications:

- Compatibility with the values and beliefs of FGCC.
- Ability to initiate, self-motivate, and prioritize work without supervision.
- Oral and written communication skills.
- Strong work ethic with attention to detail.
- Computer and Mobile usage skills (able to use email and Microsoft Teams for communication)

- Appropriate training and “hands-on” experience.
- Relational abilities: able to get along with building users and staff.
- Criminal Record Check with Vulnerable Sector Search will be required before confirmation of position.

VI. Personal Items

- Access to the use of a vehicle is expected. Mileage is reimbursed when travel between sites is required.
- Access to personal mobile device is expected for communication while working. Partial compensation is provided.

VII. Schedule

Usual work schedule will be Friday (5-hour shift) and Saturday (8-hour shift) during the day for a total of 13 hours per week.

VIII. Remuneration:

Remuneration is corresponding with the qualifications and experience of the individual, and the current FGCC salary grid. This position makes an hourly wage falling between \$15-17/hr depending on experience level.

IV. Process

To apply for this position, please email your resume to jason@forestgrovecc.com.