

St Columba by the Lake Church Custodian Job Description

Applications are invited to fill the position of custodian/caretaker which is currently vacant.

St Columba by the Lake is an active community church which is also used by various local groups. Under the direction of the St Columba building committee, the custodian's responsibilities are to maintain a high level general cleanliness of the complete building (excluding the portion in the West Island Women's Centre) and to confirm the security of the facilities following rentals by outside parties.

Responsibilities:

- Coordinate cleaning of the facilities with church and rentals schedule
- Clean facilities after each rental or event and secure the building
- Ensure that all dispensers (toilet paper, paper towels, soap) are filled
- Ensure that the outside of the building is kept clean, that paths are swept (general snow clearing will be handled by another contractor), windows and doors are cleaned, and parking lot is free of debris
- Set heat for events and rentals
- Communicate with building committee members if there are damages, repairs needed or concerns.
- Maintain cleaning equipment in proper condition.
- Maintain a running inventory of all cleaning supplies and order when needed
- Manage garbage, recycling and compost.

Requirements:

- Comfortable with a flexible schedule which varies from day to day based on events and rentals (estimated 10 to 12 hours a week on average, considerable seasonal variation)
- Have a keen eye for detail
- Organized and efficient
- Good interpersonal/communication skills
- Able to lift heavy items - up to 20 kgs
- Very comfortable using email / computer including accessing Google calendar.
- Bilingual capability highly desirable

Time frame and Other

- To be effective early / mid June, 2019
- Competitive compensation will be paid monthly on basis of hours worked as submitted by time sheet.
- At St Columba's discretion, an acceptable police record check may be requested.
- Please apply by email to office@stcolumba.ca with "Custodian" in the subject line, or deliver to St Columba by-the-Lake, 11 Rodney, Pointe Claire, QC, H9R 4L8