

ARNOLD COMMUNITY CHURCH

To Whom It May Concern,

Arnold Community Church is looking for a part time custodian. We are a family-oriented community that uses our building frequently. We have a supportive and encouraging work environment.

The responsibilities primarily cover the cleaning of the inside of our building. It would include preparing it for our Sunday morning gatherings and keeping it clean for our various mid-week programs. This work will be done within 10 hours per week. (Please see job description attached).

The custodian would be required to work a minimum of 2 days per week (5 hrs/day on Monday and Friday). Ideally, we would like our custodian to work 3 days per week (3.3 hrs/day on Monday, Wednesday, and Friday). During the summer months when our building will not be used as much the hours will be reduced to 6 hrs/week. There will be some larger scale projects that can be done during this time.

During the Covid crisis we will be applying the summer hour schedule (6 hours per week) as the building will be used minimally.

Once a person is hired there will be a 3 month and a 12 month review. The starting wage will vary depending on experience.

If interested please submit a resume to arnoldchurchmaintenance@gmail.com. Please include references.

Sincerely,

Arnold Community Church

ARNOLD COMMUNITY CHURCH

MINISTRY JOB PROFILE

Custodian
July 2020

It is expected that the custodian will work 10 hours per week to provide the level of custodial service that Arnold Community Church expects while we are fully operational (reduced to 6 hours per week during the summer months). These hours could be worked over 2 days per week (Monday and Friday) but ideally over 3 days per week (Monday, Wednesday, and Friday).

We expect that only 6 hours per week will be necessary while Covid-19 restricts us to 50 or less people in the building at a time.

Custodial duties include cleaning and tidying of the building after regularly scheduled programs as well as spring cleaning and deeper cleaning of the building as needed.

Custodial tasks include:

- Weekly cleaning (vacuuming of carpets, sweeping/mopping hard-surface floors, thorough bathroom cleaning, window cleaning, wiping down door handles and banister, dusting, and garbage and recycle removal).
- Regular tidying of the immediate exterior including sweeping of facility entrances, stairways, and sidewalks, litter pick-up on property.
- Regular cleaning of large climbing toys and surfaces in the nursery and quiet room.
- Manage purchasing and storage of cleaning/general facility supplies (light bulbs, paper towels, cleaners, vacuum supplies, mops, brooms, buckets, etc.). Wash rags as needed (no washer/dryer on premises).
- Ensure bathroom supplies are stocked regularly.
- Change reachable light bulbs as needed.
- Initiate larger scale projects and coordinate appropriately with their supervisor (spring cleaning, carpet cleaning, etc.). Full list available upon request.
- Communicate facility issues to Building Maintenance Team.
- Demonstrate flexibility if minor adjustments to the role are needed.