

ROLE TITLE:

Facility Host/Janitor – Part Time

REPORTS TO:

Facilities Team Assistant

TYPE OF POSITION/REMUNERATION:

Part time Role (~11 hours/week)

Tuesday & Thursday Evenings (4 pm to 10 pm – with 0.5 hr unpaid meal break)

Based on qualifications and salary grid

ROLE PURPOSE:

As Facility Host and Janitor you will be responsible for tending to the needs of CrossRoads Church ministry and guest events taking place during the working hours assigned. Janitorial duties are secondary but still crucial.

KEY RESPONSIBILITIES

- Provide primary support for groups holding events at CrossRoads Church.
- Hospitality – provide a clean, safe, and welcome environment for CrossRoads ministry and guest groups.
- Ensure all rooms being used are open and tidy.
- Assist groups with basic technical requirements in the areas of sound and media (training provided).
- Assist with room set-up prior to scheduled events and some tear down following events.
- Responsible for perimeter lock up at the end of the shift.
- Ensure various janitorial and consumable supplies are continually stocked for guest & staff use.
- Give attention to janitorial duties
 - Host janitorial duties typically include, but are not limited to:
 - Vacuuming, sweeping, mopping floors/carpets/rugs, bathrooms as needed
 - Emptying & disposing of garbage and recycling bins
- Wiping of tables & surfaces
- General cleanup & tidiness to ensure the building is event and Sunday ready
- Flexibility with time would be an asset to cover for other facility team members shifts as previously arranged
- Attend all staff meetings, congregational meetings and team meetings as assigned.

QUALIFICATIONS

- Spiritually mature Christian
- Must provide a Criminal Record Check
- Understands and supports the vision/direction of CrossRoads Church
- Willing to become a member of CrossRoads Church
- Demonstrated gifting in the areas of hospitality and service
- Computer knowledge an asset; Comfort with programs such as Outlook Email/Slack/Google Docs/eSpace
- Attentive to safe working practices.]
- Works well alone and is a self-starter
- Demonstrated interpersonal skills – a willingness to serve with a positive attitude

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- Ability to anticipate needs, to be highly organized, multi-task and be a good time manager
- Some flexibility in working hours required. Changes will be discussed and scheduled in advance
- Physically capable of performing the rigors of repetitive cleaning or room setups (tables & chairs)

Process:

Please submit your cover letter and resume to Kendra Berniko at the Church Office or via email to KendraB@CrossRoadsChurch.ca.

CrossRoads Church

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"To give everyone in Central Alberta the opportunity to have a personal relationship with Jesus Christ and by following Him together, impact the world with compassion and hope."