

ROLE TITLE:

Facility Janitor – Part Time

REPORTS TO:

Director of Facility Operations

TYPE OF POSITION/REMUNERATION:

Part-Time (~20 hours/week – Paid Hourly)

Sunday (~6-8 hours – 9:30 am start time)

Monday (~6-8 hours – flexibility in start time available)

Tuesday (~6 hours – flexibility in start time available)

Based on qualifications and salary grid

ROLE PURPOSE:

Provide expertise in the areas of facility janitorial care for CrossRoads Church.

KEY RESPONSIBILITIES

- Responsible for the cleaning of all assigned areas – specifically between services on Sunday. A specific checklist will be provided for Sunday cleaning duties.
- Assist with regular scheduled larger scale cleaning programs (floors, walls, fixtures etc.)
- Organize and maintain the restocking of all janitorial rooms as time allows.
- Building lockup & unlocking duties are required at the start and end of shift on Sunday
- Minor event hosting duties will be required including unlocking of rooms or exterior doors, support event furniture setup and flexibility of Sunday duty schedule to ensure the event spaces are cleaned up prior to evening church service beginning.
- Attend staff meetings, congregational meetings and team meetings as assigned.

QUALIFICATIONS

- Must provide a Criminal Record Check
- Must be in agreement and sign the Confidentiality Agreement
- Understands and supports the vision/direction of CrossRoads Church
- Janitorial experience and training is an asset.
- Requires a high level of initiative and the ability to work independently and perform duties with minimal direction and supervision.
- Physically capable of performing the rigors of repetitive cleaning tasks.
- Ability to anticipate needs, to be highly organized, able to multitask and manage time & energy
- Some flexibility in working hours required as exact workload changes week to week.
- 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

38105 Range Road 275

Red Deer County, AB T4S 2N4

p.403.347.6425

www.CrossRoadsChurch.ca

Position will be posted until a suitable candidate is found.

"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."