

ROLE TITLE:

Facility Janitor – Part Time

REPORTS TO:

Director of Facility Operations

TYPE OF POSITION/REMUNERATION:

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

Expected shift breakdown:

Sunday (4 to 7 hours – 9:30 am start time required)

Monday (4 to 7 hours – flexibility in start time available)

Saturday and/or Tuesday (4 to 7 hours - time varies based on scheduled events)

Remuneration 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 washrooms and assigned areas – specifically between services on Sunday. A specific checklist will be provided for Sunday cleaning duties.
- Assist with regular scheduled larger scale cleaning program (i.e. steam cleaning carpets, washing walls etc.)
- Organize and maintain the restocking of all janitorial rooms as time allows.
- Maintain the general cleanliness of the building
- Building lockup & unlocking duties as required
- Minor event hosting duties will be required; including, but not limited to, unlocking of rooms or exterior doors and flexibility of Sunday 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)

Date Revised: 06-April-2023

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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www.CrossRoadsChurch.ca

"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."