

ROLE TITLE:

Maintenance Custodian

REPORTS TO:

Maintenance Lead

TYPE OF POSITION/REMUNERATION:

Full time Role (40 hours/week, paid hourly)

Based on qualifications and salary grid

ROLE PURPOSE:

To provide expertise and support in the areas of facility maintenance and custodial care for CrossRoads Church, its staff, congregants and guests. This position works closely with the Maintenance Lead and the rest of the facility team in order to achieve this purpose.

KEY RESPONSIBILITIES

- Perform daily, monthly, yearly maintenance routines
- Assist with repair and upkeep (electrical/plumbing/painting/grounds maintenance etc.)
- Assist with set-up (equipment/audio/visual/furniture) for events - this occurs daily
- Assist with maintaining the general appearance of the church as a whole. This includes various cleaning / janitorial duties (e.g. cleaning carpets, dusting/cleaning surfaces, etc.).
- Assist in communicating with and coordinating trades for major repairs and maintenance
- Participate with locking/unlocking/security of facility in conjunction with events and staff
- Participate in scheduled after-hours maintenance and security alert monitoring
- Assist in monitoring operating systems (card access/intrusion alarm/septic and water systems)
- Maintain a safe and healthy work environment by following standards and procedures and complying with legal codes and regulations.
- Will require some scheduled after hours and weekend work. Some flexibility in working hours required.
- Attend all staff meetings, congregational meetings and team meetings as assigned.

QUALIFICATIONS

- Must provide a Criminal Record Check
- Must be in agreement and sign the CrossRoads Lifestyle Agreement and the Confidentiality Agreement
- Understands and supports the vision/direction of CrossRoads Church
- Willing to become a member of CrossRoads Church
- Good physical condition and health, as well as sufficient physical strength and agility to perform heavy manual labor along with climbing and/or repetitive tasks.
- Must have strong organizational skills and be self-motivated
- Requires a high level of initiative and the ability to work independently and perform duties with minimal direction and supervision
- Personable and professional when dealing with people

- Mechanically inclined with good troubleshooting skills
- Demonstrated high level of Emotional Intelligence
- Team minded individual, who walks with humility.
- Demonstrated interpersonal skills and a willingness to serve with a positive attitude
- Ability to or willingness to learn computer skills in the area of Building Management Control Systems

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."