

Job Description Church Custodian

January 1, 2021

This document supersedes
all previously dated job
descriptions

General Function

To provide the service of Custodian of the Church building and property and for such other duties and responsibilities as are itemized below.

Accountability

The Church Custodian is accountable to the operations committee, reporting through the convener of the committee. Issues requiring clarification/direction are to be discussed with the convener of operations committee.

In matters pertaining to Job Description, the Custodian is accountable to operations committee, through the Human Resources Committee (Presbyterian Church Book of Forms, Section 165).

As a paid employee or independent contractor, the Custodian is not permitted to serve on the Operations Committee.

Duties and Responsibilities

The Church Custodian will fulfill the following duties and responsibilities:

1. General

- Obtain a complete calendar of scheduled meetings and events.
Cross-reference this with the weekly Church calendar to ensure that the church doors are opened and locked when needed.
- The Custodian may, on occasion, be responsible for setting up tables and chairs for non-member events (and member events if prearranged) at St. Andrew's Hespeler Church, and for the cleaning, take down and storage of the tables and chairs.
- Heating – Responsibility for the heating system includes reminding the Minister at the beginning of heating season and at the end of heating season that the settings of the thermostats are to be adjusted as appropriate to ensure comfort levels for services and event schedules, while at the same time recognizing the importance of cost efficiencies. The custodian is issued a key to the thermostat, which may be used only to adjust settings on a temporary basis e.g. for weddings, meetings, etc.
- Ensure that all Fire Exits are kept clear and kept closed at all times.

- The custodian must ensure that no clutter exists in the two furnace rooms and in the electrical room. (Compliance to Legislation requires that nothing is being placed within one meter of electrical panels in the electrical room and in the food bank room electrical panel area.)
- The Custodian is required to:
 - i. Report to the convener of operations committee on a regular basis. This would include alerting the convener of any need for supplies, equipment or necessary repairs.
 - ii. In the absence of the convener of operations committee the custodian is to seek direction or clarification from a designated member of operations committee. The Convener will conduct performance reviews with committee input.
 - iii. Be familiar with and adhere to the Ontario Health & Safety Act and WHMIS regulations, and acts as the designated church Health and Safety representative. Complete H & S inspection on a quarterly basis with assistance from the convener of operations committee or an appointed designate of operations committee.
 - iv. Ensure the cleanliness of the Electrical Room and storage area designated for the supplies and equipment of the custodian.
 - v. Repair small items such as loose or broken baseboards, leaky taps, etc.
 - vi. Clean, strip and seal gym floor, once per year, in a time of low demand for the gym. (Approval of operations committee is required regarding frequency and timing of this task).

2. Weekly Duties

On a weekly basis, the Custodian is responsible for:

- Unlocking the entrance doors to the Church at least one (1) hour prior to the Sunday morning service.
- Securing all exit doors no later than 1:30 p.m. after Sunday morning services.
- Cleaning, dusting, vacuuming and/or mopping the rooms within the church. Ensure ledges, tables, piano, organ and other areas within the sanctuary are included.
- Ensure that items such as water bottles / tissue / papers, etc. are removed from the Sanctuary (including the choir pews) on a weekly basis
- Clean and maintain gym and church hall floors on a weekly basis or more often if need dictates.
- Church offices should have garbage removed on a daily basis and should be dusted weekly
- Garbage – properly install bag liners in green bins along with waxed bags then being placed in bins for all food wastes. Bins are to be removed promptly (daily) from both kitchens and placed in outside storage unit at

old kitchen exit. Ensure placement at curb at appropriate time for municipal pick-up. Recyclable materials to be sorted and placed in the proper containers.

3. Daily duties

- Clean main stairways daily, damp mop all stairways on Saturdays and as need dictates.
- Sanitize washroom toilets, sinks, counters and partitions between stalls, three times per week and maintain the overall washrooms in a good, clean condition, at all times.
- Replenish soap, toilet paper, paper towel and disinfectant dispensers.
- Empty garbage containers and remove waste from kitchens, washrooms and offices.
- Ensure that the burners of the gas stoves are turned to the off position
- Ensuring all outer doors are secured.

4. Outside Maintenance (Church Property)

- All grounds, including gardens, sidewalks and entrance areas, window wells, to be maintained neatly and free of litter.
- Spring through fall – cutting and trimming of grass weekly and as needed according to growth of the lawn.
- Winter – all sidewalks surrounding the entire building to be maintained free of snow and ice through regular, shoveling, sanding/salting.
- A log must be kept indicating the date/time of day, that the sidewalks, walkways, steps, parking lot, were salted and/or cleared of snow. Also helpful to note the following details:
 - . Weather conditions, including temperature, and adverse weather conditions.
 - . Make note of what steps were taken to eliminate or improve conditions noted.
 - . Provide a measurement of how much materials were put on the affected areas, such as shovel full, cup full, hand full
 - . Snow removal contractors used to clear, sand and/or salt parking lots, should be able to provide details of day/time/and how much sand/salt was applied to the parking lots.
- Window washing – to be done in spring and fall by Custodian (with assistance to comply with regulations) for windows within reach of normal six-foot stepladder and in compliance with the Occupational Health and Safety Act regulation dealing with working from heights. All other windows to be done by contract service annually or as directed by operations committee.

- Shrub trimming – to be done by Custodian or alternatively on a volunteer basis by a member(s) of the congregation. Please consult with operations committee convener on this issue so there is clarity each spring / summer.
- Ensure the proper maintenance of equipment/tools and ensure correct operating procedures are being followed. Oil changes and cleaning of lawn mower and snow removal equipment are responsibility of the custodian, but presently these duties are completed by a member of the church congregation.

5. Term of Employment

For the year 2021 this position will be paid \$14.61 per hour plus 4 % Vacation Pay. This is a part time position and the pay will be consistent with the hours worked. Hours may average up to 22 hours per week, when the church is in full operation, after COVID - 19 protocols are removed.

Signature of Custodian

Signature of Convener Operations Committee

Date _____

Date _____