

Job Focus

On Call Custodial Support - Casual

Vernon Alliance Church is looking for an On Call Custodial Support person who, on a casual basis, will cover vacation or sick leave for the custodial and/or facilities staff.

Generally, this position will support the preparation of the facility for ministry by providing effective janitorial and housekeeping service.

Qualities and Qualifications

- Knowledge and experience in janitorial standards
- Ability to organize and work with limited supervision
- Flexible and able to work in a team environment

Working Relationships

- Work with the existing facilities team and reporting to the Facility Manager
- Ultimately responsible to the Director of Operations and Lead Pastor
- Work in conjunction with the support staff team and ministry team

Position Status

- Temporary – on call casual services
- Working from list of tasks and with direction from the facility team

Position Specifics Could Include:

- Clean washrooms and restock as needed
- Vacuuming and mopping floors
- Empty garbage and collect recycling
- Set up and take down tables, chairs, AVS, etc., as required per EMS (check daily)
- Dust and clean furnishings (tables & chairs) as needed
- Identify needed repairs and report to maintenance person
- Glass cleaning & light bulb replacement
- Operate heating and cooling systems as required
- Outside entrances and exits – sweep/clean as needed
- Monthly cleaning of vacuum
- Baptismal prep and clean up
- Supervision and security of facilities for daily operations (fire doors closed for night)
- Bible and offering envelopes restock
- Emergency response to the building alarm (3rd on list)
- Snow removal from building perimeter and public sidewalks
- Complete opening and closing procedures as required
- Work in co-operation with maintenance in Weekend supervision

Interested individuals can contact Kelly Johnson at kelly@vernonalliance.org regarding this position. Those interested in applying should include their resume and cover letter explaining their relevant experience and training. Only those selected for an interview will be contacted. This position will remain open until filled.