

## **JOB FOCUS**

### **CASUAL PART-TIME CUSTODIAL SUPPORT**

Vernon Alliance Church is looking for a Casual Part-time Custodial Support person who will assist with the preparation of the facility for ministry by providing effective janitorial and housekeeping services.

#### **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
- Ability and willingness to work evenings and weekends

#### **Working Relationships**

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

#### **Position Status**

- Casual part-time hours to cover facility rentals, holiday coverages and sick leaves.
- Working from list of tasks and with direction from the facility manager

#### **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)
- Identify needed repairs and report to maintenance person
- Glass cleaning
- 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)
- Snow removal from building perimeter and public sidewalks

Interested individuals can contact Kelly Johnson at [kelly@vernonalliance.org](mailto: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.

