

# Transcona Memorial United Church Building Support / Custodian (*Part-time*)

## *Work Description*

Reporting to the Ministry and Personnel Team, the part time Building Support/Custodian would work directly with the Building and Property Team (B&P) to perform custodial and building maintenance tasks to ensure Transcona Memorial United Church (TMUC) is maintained at an appropriate level of cleanliness and operation.

## **Responsibilities**

- Ensures the overall cleanliness, maintenance, and security of the facility as described in the Janitorial Duties list
- Completes repairs and maintenance to building and equipment, such as patching holes, painting, light electrical work, and simple plumbing jobs
  - Notify B&P of any such repairs and maintenance beyond the incumbent's capabilities
- Be aware of the rules and regulations governing renters of the facility
- Performs light landscaping duties such as grass cutting, edging, watering, clearing of trash, and shrub trimming if required
- Notify B&P (in writing) concerning the need for major repairs
- Take appropriate action to resolve any unsafe situation. If the situation cannot be immediately resolved, report the situation to church office and/or B&P. If necessary, phone authorities
- Monitor building security and safety by performing tasks such as locking doors and checking electrical appliance use to ensure that hazards are not created.
- Remove snow from walkways and entrances after minor snowfalls (less than the action level for our snow removal contractor). Spread sand/salt as needed to keep walkways and entrances free from ice and snow
- Act as church representative (in the absence of a B&P member) when outside contractors and inspectors come onto the property or into the building
- Notify the employer when consumables (toilet paper, paper towels, soap, etc) are required
- Other duties as assigned

## ***Sample Work Week***

- Monday: clean office, multi-purpose room/bathrooms, nursery, stairwells, foyer
- Tuesday: clean Suthwyn Hall, Yale Hall, basement washrooms, kitchen
- Wednesday: clean sanctuary, narthex, choir loft, crying room, bathrooms off sanctuary
- Thursday: minor repairs, make needed calls/emails for services required, update security information as needed, help with projects, yard duties as required.

## **Required Knowledge, Skills, and Abilities**

- Knowledge of standard methods, materials and equipment used in janitorial care and maintenance of facilities
- Working knowledge of WHMIS and safe work principles
- Comfortable working on ladders
- Ability to work a flexible schedule with the expectation to attend a monthly evening B&P meeting and be available to be on call evenings/weekends for renters when necessary
- Ability to understand and execute oral instructions
- Demonstrated physical strength and agility sufficient to perform the work
- Demonstrated self-starter
- Ability to work independently and demonstrate sound judgement
- Good communication skills (oral & written) combined with the ability to be courteous, tactful, and respectful when dealing with volunteers, staff, contractors, renters, congregational members, and the general public
- Ability to work collaboratively with others including B&P volunteers
- Must be familiar and confident using and monitoring security systems.
- Must be able to use email/phone to communicate with tenants, suppliers, church office, and B&P
- Should be comfortable using remote monitoring apps or software
- A good team player, with strong organizational and time management skills
- Familiarity with, and experience in the United Church of Canada, is an asset
- Knowledge of electrical, plumbing, or mechanical systems is an asset

## **Requirements for Hire**

- Mature, reliable, and experience working in the related field preferred
- Must be legally entitled to work in Canada
- Proof of current Police Record/Vulnerable Sector Check and Child Abuse Registry Check is required
- Must be 18 years or older

## **Terms of Employment**

- Part-time position
- Up to 15 hours a week from September to May (40 weeks)
- Up to 10 hours a week for June, July and August (12 weeks)
- Work schedule will be variable, and agreed upon between the incumbent and the Building and Property Team
- Hourly rate - \$20 / hour
- Start date to be negotiated with successful applicant

August 2024