

**Position Title: Facilities and Custodial Coordinator**

**Reports to**: Program Ministries Director

**Purpose and Scope**:

* Through custodial work and supervision of part-time custodial staff, ensures our facilities are clean, safe, and attractive.
* Serves as the primary contact for MFCRC ministries and renters in scheduling the use of the facilities
* Serves as a ‘team player’ in the ministry of MFCRC

Qualifications:

* Skilled in keeping a large public facility clean to the standards of the Ministry of Health
* Skills in light maintenance and upkeep including painting and drywall repair AND/OR able to organize volunteer teams for such repairs
* Able to organize and communicate the building and room use schedule
* Ability to supervise part-time cleaning staff
* WHMIS Certification (in hand or obtained after hiring)
* Self-motivated and maintains a positive attitude
* Provides pleasant, courteous communication to all who use and request the use of MFCRC’s facility (congregation members, renters, and guests alike)

Responsibilities:[[1]](#footnote-1)

* Cleaning the church building
  + Clean carpeted and tiled floors, bathrooms, windows regularly, and low traffic areas as needed
  + Regular sanitization of high-traffic areas
  + Dispose of waste and recycling, as appropriate
  + Order and re-supply consumables (soap, vacuum cleaner bags, etc.)
  + Regularly scheduled general housekeeping (dusting, tidying, etc.)
  + Washing up dishes left in the building each day
  + Schedule Roomba robot vacuum for cleaning floors
  + Schedule, manage budget for custodial assistant
* Grounds keeping
  + Remove snow near entry ways or walkways between maintenance visits by contractor
  + Organize spring and fall cleanups of the grounds in coordination with the Resource Team
* Maintenance
  + Small repairs as needed (drywall, touch up painting etc.)
  + Inform the Resource Team of major building repair or maintenance needs
  + Polish and dust piano twice per year
* Scheduling building use
  + Serve as primary contact for church groups and ministries seeking to use the church building for various meetings and functions
  + Organize and post the room schedule for each room each month
  + Serve as primary contact for renters (one-time and long term) in negotiating rental contracts, in accordance with existing policies
  + Schedule, or serve as, on-site custodial for event rentals (hours are reimbursed extra)
* Other
  + Ensure the building is opened and closed on Sunday mornings, and as needed through the week.
  + Restore stage instruments/furniture to Sunday morning readiness after events
  + Prepare the building for Sunday services
  + Provide or schedule appropriate custodial presence at rentals, for weddings, funerals and other non-church sponsored events
  + Ensure~~s~~ compliance with fire safety regulations and inspections
  + Other custodial work as needed
  + Serve as health and safety coordinator
  + Other facility and custodial duties that may not be limited to the details of this job description

Meetings:

* Facilities Team
* Monthly staff meeting

Support and Benefits:

* Two weeks’ vacation per calendar year, with vacation pay, and with considerable flexibility for combining days off, depending on the season

Hours: 20 hours per week, with some flexibility according to program and seasonal needs

1. A schedule for the regular cleaning and maintenance outlines these requirements in greater detail. [↑](#footnote-ref-1)