



6522 Townline Road, Smithville, Ontario L0R 2A0 905-957-2116 office@smithvillecrc.ca www.smithvillecrc.ca

Job Description of Custodian(s)- May 2024

Qualifications

1. Strong commitment to Jesus Christ and to the ministry of the church.
2. Ability to work with staff members and volunteers who are involved in various areas of the church ministries
3. Attention to detail and organization

Duties and Responsibilities

The Custodian(s) is/are accountable to the Building and Grounds Committee and responsible for the overall cleanliness, appearance, and safety of the facilities. Duties and responsibilities include the following:

Position Details: (see attached chart for complete list)

- The Custodian(s) is/are
 - to keep the church and its rooms clean
 - to place special emphasis on the cleanliness of the nursery
 - to vacuum carpets and to wax and polish floors
 - to keep church grounds tidy and clean
 - to keep washrooms clean and deodorized at all times
 - to collect and place all waste bins out for pick up and return containers to the building in a timely manner
 - to control the heat in such a fashion as to minimize the cost while ensuring the comfort of participants
 - to ensure that the interior of the building is maintained in accordance with all Health, Safety, and Fire Regulations
 - to keep light fixtures in working order, including the bulbs in the exit signs
 - to ensure that all appliances belonging to the church are kept in good working order. Any maintenance which cannot be carried out by the Custodian shall be referred to the Building and Grounds Committee for consideration, except in case of an emergency situation where the Custodian must take immediate action and then notify the Building and Grounds Committee at the earliest opportunity
 - to prepare in advance for church services and meetings so that when people arrive, everything is ready and in order
 - to arrange for the following items as required
 1. Baptismal font to be filled with water when needed
 2. cool drink is available on the pulpit for each service
 3. banners are hung up when requested
 4. to set up and clean up table for Lord's Supper including preparation of the elements
 5. set up the tables and chairs for various society meetings, catechism classes, congregational meetings, Sunday school, etc.
 - To keep the church grounds neat and tidy
 - to clear the snow off the walkways, entry ways and around the hydrant, so clear access to the church building is always maintained. De-icer to be used within a 25-foot radius of the doorways and entry ways.
 - to purchase all cleaning and general supplies required to perform his/her duties¹

¹ The Building and Grounds Team may assist Custodian(s) in ordering and picking up regularly used items such as paper towels/soap/etc.



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- The Custodian shall be paid as per schedule 'A' for any rentals held on the church premises that is not included in the church business activities. No extra payment shall be made for special church-sponsored gatherings such as Cadets, GEMS, Classis Meeting, or Youth. Exceptions to the above stated practice shall be made in the case of repeated or extended gatherings, as mutually agreed upon between the Custodian and the Building and Grounds Committee. For all rentals as well as any special church-related functions, the Party using the facilities shall be responsible for any set up of furniture, etc., as well as the replacement to its original location unless otherwise arranged. In addition, the private party will be responsible for the general cleanliness of their area. In each case, any necessary final cleaning of the floors and washrooms, removal of garbage, as well as the closing of the church, will be the Custodian's responsibility. The renting of the church facilities by a person or organization shall be coordinated by the Office Administrator.
- The Custodian is responsible for position-related expenses of the custodian (pulpit supplies, cleaning supplies when purchasing where we do not have account) and will be reimbursed upon approval by the Building and Grounds Committee, and original receipt must be handed in for reimbursement. Advance approval from the Building and Grounds Committee is required for any purchase over \$200.00.
- It is understood and agreed that the Custodian is an independent contractor and such, is not an employee of the church. All necessary insurance coverage and payment of applicable taxes are the sole responsibility of the Custodian. The Custodian is required to provide a certificate from WSIB as proof of coverage. This certificate, or a copy thereof, will be kept by the Office Administrator. As an independent contractor, should the Custodian sublet any portion of the contract, the Custodian shall remain responsible for their job performance in accordance with duties outlined in the general job description. The custodian is responsible to find a temporary replacement to fulfill their mandate when unable or unavailable to do so in their absence.
- The Custodian's contract shall be for a period of one year at a rate negotiated between the Custodian, the Building and Grounds Committee, and the Finance Committee and paid monthly. There are no automatic yearly increases – any requests, must be reviewed by Building and Grounds Committee and the Finance Committee. The Custodian's contract may be terminated by either party for just cause or with 30 days written notice. In the interest of maintaining open communications between the Custodian and the Building and Grounds Committee, there shall be a formal meeting between the Custodian and The Building and Grounds Committee or its representative, at least once per year. At this meeting, mutual areas of concern and clarification of duties or expectations shall be discussed.

Name of Custodian

Signature of Custodian

Date

Building & Grounds Chairman

Signature



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Job Description Specifics:

Frequency *suggested frequency, all items are as needed**	Details
WEEKLY	<p>BUILDING WIDE</p> <ul style="list-style-type: none"> • Vacuum and/or mop floors <ul style="list-style-type: none"> - Monitor and treat all spills and stains • Wash all windows (including panel in the doors) • Wipe down/sterilize countertops and sinks • Clean whiteboards • Wipe down and sterilize table tops • Wipe down/sterilize all door handles and high touch surfaces • Clean any dishes left in the sinks • Empty and clean garbage, recycling, organics receptables as needed and place in the bin outside <ul style="list-style-type: none"> - Collect all garbage and recycling on Wednesday nights and put at the road - Return receptables to the building after waste collection • Make sure toilet paper and paper towels are full and covered <ul style="list-style-type: none"> - Keep track of toilet paper and paper towel stock <p>WASHROOMS</p> <ul style="list-style-type: none"> • Clean mirrors • Wipe and sterilize all bathroom doors (inside and out) • Clean toilets (inside and out) • Men's: clean and sterilize urinals, as well as the wall behind them • Accessible: Clean and sterilize safety bars and change table • Children's: Wipe and sterilize change pad <p>KITCHEN</p> <ul style="list-style-type: none"> • Wipe and sterilize dishwasher <ul style="list-style-type: none"> - Ensure dish soap and rinse aid are full • Launder items for the church (in custodian's home) <p>NURSERY</p> <ul style="list-style-type: none"> • Wipe down/sterilize large toys • Wipe down/sterilize change pads <ul style="list-style-type: none"> - Wash and sterilize check-in counter - Wipe microwave & phone <p>FELLOWSHIP HALL</p> <ul style="list-style-type: none"> • Wipe down/sterilize the round tables and chairs that stay set up
Sunday Mornings	<p>Sunday Services:</p> <ul style="list-style-type: none"> • Open and close • Tidy sanctuary after the service • Provide water for the pastor weekly (provided by the custodian's)

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	<ul style="list-style-type: none"> • Set up baptismal font when needed • Communion: (estimated at 6 times a year) <ul style="list-style-type: none"> - Purchase bread and juice - Cut bread and fill cups - Set up Communion table - Assist scheduled Elder and Deacons with washing all trays and platters afterwards - Wash table cloths
MONTHLY	<p>BUILDING WIDE</p> <ul style="list-style-type: none"> • Clean all windowsills and ledges • Wipe down chairs and chair legs • Wipe down cupboard and closet doors • Wipe and clean benches, coat rack, and wall décor • Wipe down interior and exterior doors <p>KITCHEN</p> <ul style="list-style-type: none"> • Clean coffee carts <p>NURSERY</p> <ul style="list-style-type: none"> • Wipe and clean front of nursery counter • Wash down cupboards in nursery bathroom <p>BACK WING</p> <ul style="list-style-type: none"> • Wipe down TV stands and accessories <p>FIRESIDE/PRAYER ROOM</p> <ul style="list-style-type: none"> • Dust and/or wipe down lamps <p>SANCTUARY</p> <ul style="list-style-type: none"> • Clean Lord's Supper table • Wipe and shine grand piano • Wipe down chairs and chair legs (may be needed more often in the winter) <p>FELLOWSHIP HALL</p> <ul style="list-style-type: none"> • Wipe off speakers • Wipe and clean piano • Wash interior and exterior doors • Wash walls by kitchen roll-up windows
QUARTERLY	<p>BUILDING WIDE</p> <ul style="list-style-type: none"> • Wipe down baseboards • Clean interior shelves and cubbies <p>KITCHEN</p> <ul style="list-style-type: none"> • Wipe down interior of all cupboards • Clean inside of appliances <p>LIBRARY</p> <ul style="list-style-type: none"> • Clean shelves <p>OFFICES/FIRESIDE/PRAYER ROOM</p> <ul style="list-style-type: none"> • Dust and wipe down furniture and shelving
Other Requirements	Events:

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	<ul style="list-style-type: none"> • Open and close for church-based events with no key-holder <p>Snow removal:</p> <ul style="list-style-type: none"> • Shovel all sidewalks • Purchase de-icer • Put down de-icer when needed • Keep log of when snow is shoveled and de-icer is applied <p>Rentals: (Custodians get paid a separate rate for rentals)</p> <ul style="list-style-type: none"> • Open and close for rentals • Do walk-through following a rental to ensure that everything is left appropriately • Do laundry following a rental • Remove garbage
Communication	All concerns will be directed to the Chairperson of the Building and Grounds Committee, not Ministry Heads or community partners
NOTES	<p>The Building and Grounds Team will arrange an annual “deep-clean”, providing volunteer support to clean the building.</p> <p>The Building and Grounds Team will also arrange for a professional clean of the interior and exterior windows annually.</p>