

Position Title	Custodian
Position Requirement	20 hours/week
Responsible To	Kristel Larson, Director of Operations
Salary	\$22 - \$26 per hour

The Church Custodian is responsible for maintaining a clean, safe, welcoming, and well-functioning church facility. This role supports the church's ministry by ensuring that the building and surrounding areas are clean, orderly, and ready for worship services, programs, meetings, and special events.

The ideal candidate is dependable, takes pride in their work, has an eye for detail, and is comfortable working independently while also communicating well with church staff and ministry leaders.

Flexible work hours are sometimes required.

Key Responsibilities

Cleaning & Maintenance

- Clean and maintain church facilities, including:
 - Sanctuary/worship areas
 - Offices
 - Meeting and multipurpose rooms
 - Nursery and children's areas
 - Kitchens and common areas
 - Washrooms
 - Entryways, hallways, and stairways
- Vacuum, sweep, mop, dust, and clean floors and surfaces.
- Clean and disinfect high-touch areas and frequently used spaces.
- Empty garbage and recycling and ensure appropriate disposal.
- Clean and restock washrooms and other necessary supplies.
- Maintain a clean and organized kitchen and eating areas.
- Monitor cleaning and paper supplies and advise the appropriate staff member when supplies need to be replenished.

Building Readiness

- Prepare rooms and facilities for Sunday services, ministry programs, meetings, and special events.
- Assist with basic room setup and takedown when required.
- Ensure chairs, tables, and other equipment are returned to their appropriate locations.
- Check the building for cleanliness and obvious maintenance concerns.
- Report damage, safety concerns, leaks, equipment problems, or other maintenance issues to the appropriate staff member.

Safety & Security

- Help maintain a safe environment by keeping entrances, hallways, stairs, and other areas clear of hazards.
- Follow appropriate procedures for the safe use and storage of cleaning products and equipment.
- Lock or secure areas of the building as required.
- Follow the church's health, safety, emergency, and security procedures.

General Responsibilities

- Maintain a professional, respectful, and welcoming presence while working in the church.
- Respect the privacy and confidentiality of church members, staff, and ministry activities.
- Work cooperatively with church staff, volunteers, ministry leaders, and contractors.
- Perform other reasonable custodial and building-related duties as assigned.

Qualifications & Skills

- Previous custodial, janitorial, or building-maintenance experience is an asset.
- Ability to work independently and manage time effectively.
- Reliable, punctual, and responsible.
- Strong attention to cleanliness and detail.
- Ability to safely operate common cleaning equipment and products.
- Good communication and interpersonal skills.
- Ability to lift and move supplies, chairs, tables, and other items as required.
- Commitment to maintaining a welcoming and respectful environment within a church setting.



Physical Requirements

The position requires regular standing, walking, bending, reaching, lifting, and moving equipment and supplies. The ability to lift approximately 25–40 lbs. may occasionally be required.

Working Relationships

The Church Custodian reports to the Director of Operations and works cooperatively with church staff and ministry leaders.

Please submit applications to Brenda Martin, brenda@nsac.bc.ca