

Ministry Profile Description January 2019

Position: Intermediate Custodian (32 hours/week)

Purpose: To assist the Facilities Administrator and External Facilities Coordinator, to ensure effective use of the RockPointe Church facilities by keeping the facility clean, properly maintained and appropriately set-up for the wide variety of internal and external activities.

Reports to: Facilities Administrator
External Facilities Coordinator (dotted line relationship)

Grade Classification of Position: Grade 12

Key Contacts:

- Congregations that meet at the site(s)
- RockPointe Ministry Staff
- Custodial Staff
- Third party rental groups

Responsibilities and Duties:

- **Cleaning and Maintenance** – Under the direction of the Facilities Administrator ensure RockPointe facilities are cleaned and maintained to set expectations.
 - Ensure all areas of the church property are clean including, but not limited to: garbage collection and removal from buildings, auditoriums, foyers, classrooms, offices hallways, washrooms, multi-purpose rooms, kitchen facilities, and entrances, all according to the weekly and seasonal schedules.
 - As assigned by the Facility Administrator assist with oversight of preventive maintenance contractors, and coordinating trades carrying out projects, inspections and service work.
 - As part of our regular facility maintenance, may be required to do small project work including refinishing tile floors, maintaining chairs/tables, and other small projects or repairs as needed.
- **Third Party Rentals** – Under the direction of Events Co-ordinator to ensure event details are prepped, setup and reviewed with event staff.
 - Ensure ministry events and third party rental events have been taken down and the area cleaned prior to the next scheduled event.

- **Exterior Walkways and Parking lot** – Ensure our exterior walkways into our buildings are safe for use. And that the lot is tidy, properly lit and safe for car and foot traffic.
 - Clear all exterior entrances of snow and dirt.
 - Ensure walkways are salted and sanded as required in icy conditions.
- **Security of Buildings** – Ensure security of our facilities.
 - Work with Facility staff to ensure RockPointe facilities are secured, locked and alarmed when not in use.

Hours per Week: 32hours/week

Position Pre-Requisites:

- Must possess an eye for detail and be able to make the facility sparkle.
- Should possess the ability to interact and relate to others in a positive manner.
- Must be a team player, punctual, flexible and have a servant's heart.
- Must be physically able to stack and move tables and chairs and shovel snow.
- Must be self-motivated and have the ability to perform scheduled tasks with minimum supervision.
- Must have a general knowledge of janitorial supplies and their applications.
- Must demonstrate initiative and be committed to doing all tasks efficiently, effectively and with excellence.

Some flexibility in work hours is required as evening and weekend shifts are required as well as having your own transportation.