

Position: Custodian (Part-time)
Employer: Woodroffe United Church
207 Woodroffe Ave.
Ottawa ON K2A3V1

Posting date: Nov. 20, 2024
Deadline for applicants: Dec. 4, 2024
Expected start date: December 2024 - to be negotiated upon hire

Overview

Woodroffe United Church (WUC) is seeking an individual to serve as Custodian who will be responsible for the overall cleanliness and maintenance of the building and its grounds for use by WUC congregants, guests and renters. This position is viewed as being essential for ensuring a safe and welcoming environment. The Custodian will work under the direction of the Chair of the Administration and Finance Committee in consultation with the Ministry and Personnel Committee. This role will also require a current Police Record Check (PRC).

Proposed schedule

This role will consist of approximately 21hrs per week, with the following daily schedule:

- Monday to Wednesday (inclusive) 3:30pm to 10:30pm

***Note:** Additional hours may be available at another nearby church (e.g. Monday to Friday inclusive; 7am to 11am) for those applicants seeking full-time hours.*

Daily duties

- Check the “booking sheet” and consult with Office staff to ensure rooms are clean and perform any required set-up for renters.
- Perform routine cleaning tasks including sweeping, mopping, dusting and vacuuming of floors and surfaces.
- Maintain cleanliness in restrooms and common areas by restocking supplies and sanitizing fixtures.
- Ensure proper operation of outside lights and all security cameras.
- Clean kitchen sinks and counters.
- Ensure all waste is properly disposed of and recycling protocols are followed.
- Adjust temperature controls for events as well as operation of sanctuary fans.
- Follow lock-up procedures once renters have exited in the evening. This may include gathering of garbage and room set-up for the following day.

As required & seasonal

- Assist with minor repairs and maintenance tasks to support overall facility upkeep.
- Inspect boiler room and maintain the compressor as per posted instructions.
- Keep cupboards and storage areas clean and orderly.
- Order cleaning supplies.
- Keep walkways and parking lot clean of debris and mow and rake lawns.

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The Custodian is expected to show initiative when dealing with new or unexpected situations and is responsible for communicating with Office staff and the Chair, Admin. and Finance Cte. in a timely manner about all property-related issues requiring attention in both the short- and long-term timeframe.

Skills:

- Experience in commercial cleaning or custodial services is required.
- Strong attention to detail with a commitment to maintaining high cleanliness standards.
- Ability to work independently and as part of a team.
- Good physical stamina with ability to lift and move items as necessary.
- Good communication skills to effectively interact with staff, renters and guests.
- Excellent time management skills to complete tasks efficiently within designated timeframes.

Job type:

- Part-time

Pay:

- \$18.00-\$21.00 per hour

Benefits:

- Dental care
- Extended health care
- Life insurance
- On-site parking

Experience:

- Minimum of 3 to 5 years Custodian experience.

Language:

- English (required). French (Considered an asset).

Work location:

- In person

All applicants are required to submit a CV (cover letter optional) no later than the deadline outlined above by either:

- **Email:** staffing@woodroffeunited.org include “**Application for Custodian role**” in the subject line.
- **Mail or drop-off** at WUC Office, Monday-Friday 9am to 4pm.
 - Woodroffe United Church, 207 Woodroffe Ave., Ottawa ON K2A3V1

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