



JOB DESCRIPTION | Temporary Part Time Custodian

Reports To

The Part Time Custodian will report to the Facilities Manager.

Job Overview

The successful applicant will provide support to the ongoing ministries at West Park Church by maintaining a clean environment that is prepared and ready for scheduled ministry use.

Availability

The successful applicant will work 15-20 hours per week and must be available on weeknight evenings between 5:00 to 10:00 pm, Sundays between 8:30 am to 1:00 pm and Saturdays as needed (appropriate notice will be given when there is a need). There may be opportunity for extra hours during the summer to cover holidays.

Responsibilities and Duties

- Unlock entrances as needed.
- Taking out garbage, tidying furniture and dusting surfaces.
- Sweep and mop floors and vacuum carpets.
- Wash and sanitize toilets and sinks and restock disposables. (eg. soap, papertowel, etc)
- Wipe mirrors and windows.
- Report any maintenance repairs.
- Report any supplies that need to be ordered.
- Secure the facility and set the alarm.
- Undertake occasional tasks such as clearing sidewalks by shoveling and salting, cleaning up accidental messes, set up/tear down of tables and chairs*.

**Set up/tear down responsibilities will be more for the weekend than the weekday.*

Qualifications

The ideal candidate will:

- Have previous custodial or similar experience.
- Be familiar with current health and safety policies.
- Be familiar with use and maintenance of industrial cleaning equipment.
- Have physical endurance to carry out all responsibilities and duties.
- Be able to work independently with little supervision.
- Be able to take initiative.
- Have a keen eye for detail.
- Be available as outlined in the job description.
- Have a smart phone and be able to communicate electronically. (wifi is available)

EMBRACES OUR PERMISSION TO PLAY VALUES

...Our deeply held beliefs and motives about how we do ministry in pursuit of our mission.

We value...

1. ... **integrity**
Is. 32.8 But the noble man makes noble plans, and by noble deeds he stands.
2. ... **good attitudes** (Phil. 4.8)
Positive Coachable Flexible Extra-mile mindset (Gen. 24)
3. ... **servant's spirit**
2 Cor. 4.5 For we do not preach ourselves, but Jesus Christ as Lord, and ourselves as your servants for Jesus' sake.
 - Acts as a cheerleader to constantly encourage volunteers and staff
4. ... **wholistic health**
Healthy margins
Emotional health
Relational health: prioritizes family and other key relationships
Spiritual vitality
Body-care
5. ... **simplicity**
6. ... **authenticity**
 - friendly and approachable
7. ... **teamwork** (Together Everyone Accomplishes More)
Eccl. 4.9 Two are better than one, because they have a good return for their work.
 - Healthy conflict resolution: unafraid to tackle interpersonal conflict, ministry alignment, or issues of sin
 - Practices loyalty to the staff
 - Subordinate personal agendas to the church's mission
8. ... **continual growth and learning**
Prov. 18.15 The heart of the discerning acquires knowledge; the ears of the wise seek it out.
 - Welcomes constructive feedback (real-time feedback with supervisor)
 - Able to identify problems and find solutions
9. ... **healthy work ethic**
Col. 3.23 Whatever you do, work at it with all your heart, as working for the Lord, not for men, 24 since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.
 - Punctual
 - Does things with excellence, looking for ways to improve
10. ... **risk taking**
Mark 10.27 Jesus looked at them and said, "With man this is impossible, but not with God; all things are possible with God."
 - Embraces our taking big steps of faith philosophy

April 27, 2023