

## **Position Description**

### ***Position***

Lead Custodian

### ***Purpose***

To create a welcoming and inviting facility by ensuring Living Hope facilities are well kept and free from detractors.

### ***Responsibilities***

#### **Custodial**

- Respond to service requests, coordinate resources and implement the set up and take down of furniture and equipment for a wide variety of church and community events.
- Schedules, coordinates, directs and performs routine and comprehensive custodial maintenance of assigned facilities. Such as vacuuming, cleaning washrooms, cleaning windows, emptying garbage's, carpet cleaning, mopping floors, etc.
- Maintains an inventory of cleaning and maintenance supplies and purchase necessary items as required.

#### **Maintenance**

- Performs various maintenance and preventative maintenance in and around the facilities, such as installation and repair to fixtures, minor plumbing and electrical repair, lightbulb replacement, etc.
- Monitors, operates and maintains the church heating and air conditioning systems.
- Arranges contractors to perform major repairs and regular maintenance.
- Regularly attends to outdoor seasonal maintenance (lawn mowing, watering, snow removal, etc.). Arranges for major snow removal when necessary.
- Oversees the physical security of the facility by assigning and tracking keys and by managing the alarm system and training new system users.

#### **Supervision**

- Prepares schedules and supervises the activities of part-time janitorial assistants.
- Perform daily checks for cleanliness and completed assignments
- Co-leads the Occupational Health and Safety Committee.

#### **Other**

- Other facility related responsibilities as assigned.

### ***Accountable for***

- Custodial staff (part-time and full-time)

### ***Works Closely with***

- All Staff
- Event Hosts

***Accountable to***

- Director of Operations

***Work Schedule***

40 hours per week