

Custodial, Maintenance, Rental Supervision Job Description



Position Function

Perform duties relating to cleaning & maintaining the church facility and supervising rentals.

General Responsibilities

- Maintain a clean, organized, and well cared for environment that is kept in good working order to enable to longevity of our facility.
- Clean and set up of rooms to allow for all ministries of this church to function with ease by ensuring rooms are ready for ministry use.
- Ensure rooms are prepared for rental clients. Monitor rentals and provide assistance and security of site during rentals.
- Unlock and lock facilities as necessary
- Remove garbage from all areas and dispose in dumpster.
- Keep inventory on all cleaning products.
- Ensure Saturday night that the facility is ready for Sunday use
- Keep custodian's room in a neat and clean order.

Work Conditions

This position is part time (30 hrs/week) over 5 days a week covering weekends (e.g. Wednesday through Sunday).

Skills & Qualifications/Abilities

- An eye for detail and cleanliness
- Skilled in minor repair of drywall, plumbing, painting etc
- Able to communicate well and willing to take instruction
- Computer literacy a must – experience with Planning Centre Online beneficial
- Interact with and assist rental clients
- Ability to lift and carry weight

Personal Qualities

- A personal commitment to Christ
- A positive, willing spirit
- Loyalty to this church and its staff
- A desire to be a part of the ministry of Cochrane Alliance Church
- An ability to work with minimal supervision

Team Structure

The Custodial, Maintenance, Rental Supervisor reports to the Office Manager.

About Us

Cochrane Alliance is a growing church within the Christian and Missionary Alliance. Young families make up the fastest growing demographic of our church which is reflective of our thriving community. We long to be part of Jesus' transformational work in Cochrane and believe that missional discipleship is the most effective way for families to find hope, healing and meaning in him.

Application Process

If you are interested in this position, please contact Daniel Souza at daniel@cochranealliance.com and include the following:

1. Cover letter
2. A brief testimony description of how you came to faith in Christ and why you are interested in this position
3. A resume which includes a description of your training, experience, skills and abilities

Please Note:

You will only be contacted if your resume is being considered.

Closing Date: July 25, 2017

Intended Start Date: August 23, 2017