

Position Description

Position

Event Host and Part-time 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 requests from renters, set up and take down furniture and equipment for a wide variety of church and community events.
- Perform routine and comprehensive custodial maintenance as assigned, such as vacuuming, cleaning washrooms, cleaning windows, emptying garbage, carpet cleaning, mopping floors, etc.
- Maintain an inventory of cleaning and maintenance supplies in service rooms.

Maintenance

- Regularly attend to outdoor seasonal maintenance (lawn mowing, watering, snow removal, etc.).
- Perform security check of the building

Other

- Other facility-related responsibilities as assigned by the Lead Custodian

Accountable for

- Cleanliness of the building, securing the building and setting the alarm.

Works Closely with

- All Staff
- Event Hosts and Activities

Accountable to

- Lead Custodian

Work Schedule

- 10 to 20 hours per week (primarily evenings and weekends)
- Duties to commence February 15, 2022

Submit applications to Kevin Sykes at info@mylivinghope.ca. Applications must be received by February 15, 2022.