

TITLE: Facilities caretaker

POSITION TYPE: Full Time (35 Hours)

ACCOUNTABILITY: Facilities Manager/Associate Pastor

KEY RESPONSIBILITIES:

1. Janitorial | 63%
2. Set ups/Tear Downs/Events | 28%
3. Staff Rhythm's | 9%

KEY RESPONSIBILITIES:

Janitorial (17 Hours)

- Perform weekly cleaning rhythms
 - Create a clean environment each week for weekly groups that meet in the building during each week
 - Create a clean environment providing a great first impression on our members and guests each Sunday
 - Ensure each space used on a Sunday is up to cleaning standards to host our congregation each week

1. Kitchen	5. Lobby/Entrances
2. Classrooms x 6	6. Bathrooms x 8
3. Lower Auditorium	7. Balcony
4. Main Auditorium	8. Hallways
 - Create a clean environment for special Ridge church events
 - Ensure recycling bins and trash bins are ready for their regular pickups each week
- Support the Facility Manager in overseeing volunteers
 - Assist the Facilities Manager in pulling in volunteers to help with janitorial around the building
 - Ensure volunteers have directions in the task in hand

Hosting (10 Hours)

- Perform weekly set-up/tear-down rhythms
 - Set-up and tear down tables, chairs and tvs for Weekly Ridge Groups
 - Make sure Classrooms and Lobby is prepped for Sunday morning
 - Tear-down furniture that needs to be put away after a Sunday service
 - Ensure each space is prepped for Monday morning after each service
 - Ensure each space is prepped and set up for rental partners
- Special Events Hosting (Flexible Hours)
 - Provide and set-up supplies/furniture needed for special event rentals
 - Ensure Event is clean and trash is always empty

- Clean up after the event and ensure all spaces are reset for regular rhythms.
- Depending on the bookings, your weekly hours will look different unless you coordinate someone else to work the special event

Exterior Upkeep (5 Hours)

- Check exterior weekly for upkeep/cleanliness
 - Clean up trash after the HUB clients on entire property each morning and afternoon
 - Clean up trash after rentals prior to and after rentals
 - Basic landscape support to the Facilities Manager ie: Lawn care

Other Projects

- Flexibility to take on other projects given/approved either by the Facility Manager or the Associate Pastor

Staff Rhythms (3 Hours)

- Attend staff prayer times Sunday morning and Monday mornings
- Attend weekly staff meetings each Tuesday
- Weekly check in meeting with the Facilities Manager and the Associate pastor
- Attend staff training days

Compensation

- Annual Salary: \$40,000
- 5% RRSP Contribution