



Job Opportunity: Church Custodian

Douglas Baptist Church is seeking a dedicated and detail-oriented individual to join our team as the Church Custodian. This role is essential to maintaining a clean, safe, and welcoming environment for our church community. The ideal candidate will be self-motivated, organized, and able to coordinate with staff and ministries for both regular upkeep and special events.

Qualifications

- Strong attention to detail and time management skills.
- Ability to lift and move moderate-weight items for cleaning and setup.
- Flexibility to work around the church's schedule, including evenings and weekends when necessary.
- Experience with cleaning equipment and basic maintenance tasks is an asset.

Key Responsibilities

Regular Cleaning Tasks

- Conduct daily walk-throughs to assess cleaning needs.
- Vacuum, dust, and clean all three levels of the building.
- Sanitize and restock washrooms as needed.
- Empty garbage bins and manage waste disposal weekly.

Weekly Coordination

- Work with staff and ministries to prepare spaces for programs and special events.
- Set-up and take-down for events such as meetings, meals, parties, and seasonal activities.

Occasional Maintenance

- Strip and re wax floors as required.
- Shampoo carpets and deep-clean surfaces periodically.
- Address minor repairs.



**Douglas
Baptist
Church**

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Seasonal Duties

- Clear snow from entrances, fire exits, and walkways during winter.
- Maintain outdoor spaces, including lawn mowing and parking lot maintenance (e.g. painting lines and sweeping) in spring and summer.
- Assist with seasonal decorating for holidays such as Easter, Thanksgiving, and Christmas.

Hours and Compensation

This position is for 18 hours/week at an hourly wage of \$16.50/hour, paid by-weekly. This position is not eligible for group benefits (e.g., pension and health benefits).

Additional Information

Supplies are sourced from local vendors, and the Custodian will coordinate purchases as needed. Seasonal duties such as snow clearing and lawn care may require additional time and effort, especially after storms or during peak activity periods.

If you are passionate about creating a welcoming environment for a community-focused organization, we encourage you to apply.

To Apply

Please submit your resume and a brief cover letter outlining your experience and interest in the role by January 26, 2025 to facilities@douglaschurch.ca.