

# SOUTHVIEW CHURCH ROLE DESCRIPTION

JOB TITLE:	Custodian		
STAFF NAME:	Evening and Weekend Custodian	REPORTS TO:	Manager of Facilities & Technology
Position Type	Full-Time 32 hrs/week <i>Friday – Monday and other shifts as required.</i>		
Date Written	June 24, 2025	Date Commence:	August 22, 2025

## Purpose of Position

Multi-disciplinary role of facilities care involving custodial cleaning, event setup/teardown, maintenance care of the building and surrounding grounds. This role is an integral part of the whole Facilities and Maintenance team and forms a key central part in the communication feedback loop for facilities issues and plans.

## Key Responsibilities and Duties

### CUSTODIAL

- **Proactive** in the regular scheduled care and cleaning of the facility with a commitment to keeping the building in clean and orderly condition. Maintaining a consistent attention to detail.

### SET-UP AND TEAR-DOWN AS REQUIRED

- **Proactive** responsibility for the regular scheduled care, set-up and attention to the building and grounds including, but not limited to:
  - Room setup and teardown for facility events.
  - Familiarize yourself with “Trello” and “Planning Center” applications, using both as your guide to your task list and daily events.

### MAINTENANCE AND REPAIR

- **Proactive** responsibility for maintenance and repair of the facility if assigned.
  - Snow clearing and summer grounds maintenance if necessary.
  - Handling maintenance tasks and occasional special projects as they arise.
  - Maintaining an eye for detail throughout the building, being diligent to maintain a clean and tidy building.

## Key Team Touchpoints

1. Reports to and takes direction and guidance from the Manager of Facilities and Technology. Will also work with the Bookings & Operations Administrative Assistant and Lead Custodian.
2. Responsible for reporting issues to the team and advising solutions.

## Requirements

1. Understand, support, and live out Southview’s Staff Values, Guidelines for Moral Integrity, and all policies set out to govern the staff of Southview.
2. High School diploma or equivalent.
3. Prior custodial or janitorial work experience preferred.
4. Ability to lift and move heavy objects
5. Ability to work independently and as part of a team.
6. Be organized with keeping tasks and responsibilities well-organized.

### Disclaimer

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification and is not to be construed as an exhaustive list of all responsibilities. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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7. This position may require working in areas with cleaning chemicals and other potentially hazardous materials.
8. Maintain consistent attention to details and care for the facility: treat it like your home.
9. Take the initiative to maintain the facility: If you see something that needs doing, take care of it.

Please send your resume and cover letter to Michele Black at [michele@southviewchurch.com](mailto:michele@southviewchurch.com)

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.

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