

Georgetown Christian Reformed Church Custodian Job Description

TITLE: Church Custodian

REPORTS TO: GCRC Maintenance Committee

RESPONSIBLE TO: GCRC Council

PRIMARY PURPOSE

The church custodian is responsible for keeping the church clean and tidy between events, services, and various church activities.

CUSTODIAN RESPONSIBILITIES

- a) Maintain, on a reimbursable basis, necessary supplies for the appropriate cleaning of the church.
- b) Notify GCRC Maintenance Committee, in writing of any repairs that need to be made. Small repairs are to be made by the custodian. Changing of the light bulbs is included in small repair, but only those that can be reached from a 6-foot step ladder.
- c) Clean the outside windows twice yearly as a minimum or as required. All interior windows are to be cleaned regularly. Glass doors to be cleaned interior and exterior.
- d) Keep the interior and the exterior clean at acceptable standards. In the spring, the pew benches are to be wiped clean with Murphy Oil Soap.
- e) Arrange to shampoo all carpets in meeting rooms and hallways as required and upon approval of Council. (See Church Responsibilities, item b)
- f) The washrooms and kitchen must be maintained throughout the week.
- g) Waste paper baskets, garbage pails, and pails containing soiled diapers are to be checked and emptied throughout the week.
- h) The custodian is responsible for cleaning of all church owned linens and towels.
- i) Arrange to have all tiled floors as required, minimum once a year, by an approved contractor. (See Church Responsibilities, item c)
- j) It is imperative that the sanctuary and fellowship hall are at all times presentable for Sunday worship and other services that may take place during the week.
- k) Be aware of fire safety procedures and responsibilities.

COUNCIL RESPONSIBILITIES

a) To provide all the equipment and paper supplies needed for the custodian to perform his/her duties.

b) To cover the cost of having the carpets/area rugs in meeting rooms and hallways cleaned.

To arrange to have the carpet in the foyer, fellowship hall, sanctuary and the nursery cleaned professionally as needed.

c) To cover the cost of having tiled floors waxed at least annually by an approved contractor.

HOURS OF WORK AND REMUNERATION

This position is a part-time position based on an annual contract agreement, compensated monthly.

The custodian will be paid a flat fee of \$50.00 over and above the agreed upon contract amount for any meetings other than those organized or sanctioned by Council such as school meetings, children's choir practice, or film nights.

The custodian will be paid a flat fee \$100.00 over and above the agreed upon contract amount for the following services and special functions:

- Shower parties
- Banquets
- Dinners
- Weddings including rehearsals
- Funeral or memorial services
- Funeral visitations
- Classis meetings
- Conventions
- Open houses

The custodian shall be considered self-employed and will be responsible for making his/her own contributions to the government. The Georgetown Christian Reformed Church will pay premiums to the Workplace Safety and Insurance Board of Ontario to cover this contract.

The custodian may take a vacation, but only in the slowest time and must find his/her own replacement. The contracted custodian will assume the responsibility of compensating the replacement custodian for services rendered while he/she is on vacation.

The custodian is responsible to GCRC Council only. Any dissatisfaction between the custodian and GCRC Council shall be expressed in writing to GCRC Council.

If any one party wants to terminate this agreement, written notice shall be given by each party three months in advance.

April 2023