

Casual Custodial Position(s) Available

First Baptist Church, Vancouver requires additional custodians who can work one or two shifts per week (days, evening, or weekend). Casual custodians also fill in for our regular custodial staff during vacations and weekends off.

First Baptist Custodial Staff operate under the supervision of a Head Custodian. Day shifts are 7:30 to 3:30 and evenings are 4:00 to closing (either 10 pm weeknights or 11:00 on weekends).

Hourly Rate: Casual Custodial is \$10 per hour. Regular Shifts will be compensated with an increase after 3 months of satisfactory work.

Duties as outlined by Head Custodian but primarily involving:

Room Set Up and Striking: Check booking information in office, set up according to outlines. Clarify any booking issues with Facilities and Operations Assistant. Includes moving tables, chairs and furniture as needed, plus moving and setting up a/v equipment, microphones, etc. and return of all furniture and equipment. Secure audio-visual equipment in locked storage.

Maintenance: All garbage in offices, kitchens, washrooms to be emptied. Wet mopping of kitchen, washroom and hallway floors. Vacuuming office areas and other areas as needed. Check exterior around building for garbage and pick up and dispose of.

Security during regular Shifts: Answer back entrance (red door) bell when it rings (if away from back door). Sit at back door and wait and observe those who want to enter. Answer enquiries & screen individuals. Be aware of who is in the building at all times. Deal with people on the premises as needed; assess potential problem person or persons and deal with them in an appropriate manner. If necessary, call authorities. At the end of the shift, turn off all lights, lock doors and windows, be the last person out of the building, do a perimeter check of the building, check each exterior door to make certain they are locked.

Interaction with Public: Be available for those in the building with requests related to maintenance or facilities (ie. getting a/v equipment or microphones, helping someone who has lost something, responding to maintenance issues and security issues.)

Supplies/ Maintenance / Repair Projects: This may include (but is not limited to) organizing supplies, unpacking shipments, assembling furnishings, painting projects, washing walls, organizing tools, cleaning up furnace and storage areas, etc.

Other Duties: As assigned by the head custodian.

Supervision: All evening, weekend and casual custodian positions are directly accountable to the Head Custodian. Time sheets must be signed by the Head Custodian and the Executive Minister.

Jo-Ann Matiachuk, Executive Minister
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or by email: info@firstbc.org
Subject: Custodial Opportunities