

POSITION DESCRIPTION: Independent contractor position as SSUC Custodian

SSUC is in search of a Custodian to be an integral part of our unique, inclusive, and progressive community. SSUC is a unique community in Edmonton that is:

- Radically Inclusive. A spiritual home and safe place for all in the 2SLGBTQ+ community (the first affirming United Church in Alberta in 1999), the home to Emberwood (queer and ally nature programming) and Camp Dragonfly (a summer camp for trans+ and gender creative children)
- Committed to Ecological and Social Justice
- Non-dogmatic, values-based spiritual community with a focus on exploring wisdom for spiritual depth and health (welcoming free thinkers, seekers, progressives of any religion or none)
- A shared commitment to 4 core values: celebrating diversity, engaging life with spiritual depth, inspiring compassion and connection, and making a meaningful difference.

General Position Description

The Custodian reports to the Chair of the Property and Maintenance Team (PMT) and is responsible for keeping Southminster Steinhauer United Church (SSUC) clean, safe and functioning smoothly on a day-to-day basis. The Custodian is also responsible for setup and takedown of chairs and tables for regular church functions, responding to building security breaches and identifying significant maintenance requirements in a timely fashion.

Contract Remuneration

Pay is based on a plus/minus 20 hour workweek and an assumed hourly rate of \$19.50/hour. Therefore \$1,560 to \$1,700 per month. These terms are negotiable.

Job Purpose and Objectives:

- Keeps the interior of the church building in a clean, safe and orderly condition
- Performs routine maintenance activities (replacing light bulbs, oiling door hinges, etc.)
- Performs heavy cleaning duties (striping, rewaxing and polishing floors, shampooing carpets, washing interior side of windows, etc.)
- Sweeps, mops, scrubs or vacuums floors
- Gathers, sorts and empties trash
- Scrubs, sanitizes, and resupplies restroom facilities
- Dusts and cleans furniture, walls, cupboards, closets and equipment
- Maintains inventory of products required to perform duties (light bulbs, cleaning products, garbage bags, bathroom supplies, etc.)

- Reports identified significant church interior maintenance and equipment maintenance or replacement requirements to the Chair, PMT
- Setup and takedown of chairs and tables for regular (Sunday gatherings) and special (memorial services, baptisms, workshops, etc.) events
- Responds to building security breaches when called by the security firm

Scope and Limits of Authority:

- Purchases products required to perform duties and submits proper form and receipts for reimbursement
- Accesses church building, with assigned keys and codes, as required to perform duties
- Takes day-to-day direction from the Minister and office staff regarding setup for church functions
- Is the primary (first called) responder to building security breaches

Management Expectations:

- The Custodian works independently, seeking PMT or office staff input for unusual issues or circumstances
- The Custodian balances competing demands on time/support
- Purchases of required products are made in a timely and most cost-effective way
- Proper safety precautions are adhered to
- Opens the building when first to arrive and ensures building is locked and secure when last to leave

Required Experience and Qualifications:

- Experience performing custodial duties
- Experience using custodial equipment such as wax strippers, floor polishers, floor washers, etc.
- Ability to learn quickly
- Ability to work well with others
- Good interpersonal skills

Submit resume and introductory letter to SSUCapplications@gmail.com by February 28, 2025.