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200 Leigh Road
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KAC.CA

Position Title: Facility Custodian
Reporting To: Facility Manager
Support Given To: Employees, Volunteers, and Community Organizations
Classification: Support Staff Part Time 20 - 24 hours per week, including weekends and some evenings
Classification: Salary \$18,000 – \$24,000 per annum

Purpose

The Facility Custodian is part of a team working to ensure KAC property is ready for use by maintaining the church buildings and grounds and by carrying out set up and take down for events scheduled on the church calendar. The Facility Custodian will collaborate with the Events Director and Ministry Leadership to assist them in accomplishing the core values of KAC.

Key Roles / Responsibilities

Maintenance and Custodial

- Adhere to facility procedures for maintenance and cleaning of facility and grounds.
- Adhere to facility maintenance and cleaning schedules that includes the daily, weekly, monthly, annual, and seasonal projects, while also making necessary schedule adjustments to accommodate facility programming and events.
- Responsible for maintaining the cleanliness of the facility including offices and common areas.
- Maintain grounds including curb appeal, repairs, and maintenance prevention.
- Assist with the implementation of renovations, upgrades, and repairs of KAC facilities.
- Complete paperwork when necessary as it applies to facilities and/or maintenance.

Facility

- Open and close the facility for in-person gatherings and assist weekend staff and host team, as necessary.
- Assist with set up and take down for weekend gatherings, ministry events, meetings, and special events as needed.

Security, Safety, and Risk Management

- Conform to all fire, health, and safety codes as per Work Safe BC regulations and WHMIS.
- Monitor KAC building security including camera and alarm systems and alarm responses.
- Deal with congregants, visitors, and disenfranchised individuals in a safe and caring manner.

General Expectations

The Custodian ought to:

- know Jesus personally and love Him whole-heartedly. This should be evidenced through spiritual growing and an obvious love of Jesus.
- engage in practices that help us grow in a personal relationship with Jesus.
- participate in church life through regular attendance at, and participation in, weekend gatherings and other group ministries.
- live by and contribute to the KAC Employee Culture Creed.
- adhere to and sign the Christian and Missionary Alliance Statement of Faith, Statement on Human Sexuality, and the KAC Team Covenant.

Acknowledge and Acceptance

Employee Name

Date of Acceptance

Employee Signature

Tim Hoogenboom | Senior Associate Pastor