

New St. James Presbyterian Church
The Presbyterian Church in Canada
London, Ontario

Position Description

Position Title: Custodian

Reports To: Board of Managers

General Overview of Responsibilities:

The primary function of this position is to maintain a clean and safe Church Building and property for the people of New St. James and which promotes a positive image of New St. James in the community. The position is responsible for the regular cleaning and maintenance of the Church Building, maintenance of church grounds and attendance every Sunday morning to open and close the Church building.

Specific Responsibilities:

Sunday

8:30 a.m.

First arrival inspection of complete building and grounds (remove litter, cans, paper and other refuse from the grounds)

Ensure safe passage of all walkways in winter, apply ice melt as required

Open Wellington Street door with Allan Key

Turn on lights and open Oxford Street doors

Check washrooms for paper, etc

Clean all six washrooms

Open double doors between hallway and elevator

Open door between hallway and Wellington Street entrance

Set up card tables and chairs in New St. James Hall for coffee hour

15 Minutes after the beginning of Sunday Service

Lock Wellington Street door and Oxford parking lot door (if unlocked)

30 minutes after the conclusion of Sunday Service

Lock Front Oxford Street doors and check all other doors

Turn off lights in Sanctuary when empty

Check washrooms (turn out lights)

Before leaving

Take down card tables and chairs in New St. James Hall

Clean floor in NSJ Hall. Mop, if required

Clean and tidy up, including bulletins and cushions in the Sanctuary

Clean the sanctuary – vacuum carpet, damp mop hardwood, dust throughout (not organ)

Place all waste from the Nursery, kitchen and New St. James Hall in main garbage, put at curb if pickup is Monday

Check all washrooms for supplies (soap, paper towels, toilet paper) and cleanliness

Re-clean washrooms as needed

Turn out all lights in building

Other

1. Must be familiar and compliant with policies and procedures as identified by New St. James and the Presbyterian Church in Canada.

Hours 8 hours

Sunday 8:00 a.m. to 4:30 p.m 8 hours

The daily hours include 8 hours of paid time and one half hour unpaid lunch. Weekly schedule changes are possible with the approval of the Board of Managers.

Additional Hours

Additional hours on an as needed basis, will be specified and approved in advance by the Convenor, Board of Managers or by the Minister.

I, _____, have read the attached position
(Print Name)

Description and responsibilities, acknowledge it contents, and agree to it as stated.

(Signature) (Date)

April, 2025

APPENDIX I

POSITION DESCRIPTION FOR CUSTODIAN

REQUIREMENTS FOR CORE COMPETENCIES AND KNOWLEDGE

A. Education

- Secondary School Diploma

B. Preferred Experience

- WHMIS training
- Previous experience in facilities maintenance

C. Specific Qualifications

- Time management, organizational and interpersonal skills
- Ability to function independently with minimal guidance
- A Police Vulnerable Sector Check must be secured before a letter of Offer is signed and updated as required. (Paid by NSJ Church)