



Job Description

Job Title: Set-Up/Custodial - Property Department

Report To: Building Manager

Job Summary:

The Set-Up/Custodial position will assist with set-ups and provide daily custodial cleaning tasks for both Grant Memorial Church and Linden Christian School. This position will require evening and weekend working hours. The position requires good communication skills and the ability to work independently and on a team. The ideal candidate will have proven skill and experience in custodial cleaning and housekeeping. The knowledge of WHMIS and the ability to operate commercial cleaning equipment would be an asset.

Time Requirements:

This position is full-time a 40 hours/week rotating shift schedule that includes days, evenings and weekends. Flexible hours of work during the week are required to cover evening and weekend events.

Responsibilities:

- Event set-up, take down and problem resolution
- Support to Maintenance team in general building maintenance
- Opening and closing of the building
- Custodial tasks, as vacuum, damp/dry mop, garbage, dusting, etc.
- Provide daytime custodial cleaning task such as dusting, sweeping, vacuuming, dust mopping, wet mopping, spot cleaning, trash collection and removal, glass cleaning and restroom cleaning.
- Property maintenance - Including but not limited to general yard care, grass cutting/care and painting.
- Provide immediate response for urgent clean up and service requests.
- Upkeep of entrance ways due to seasonal or weather related conditions.
- Alert to potential slip hazards and act proactively to eliminate risk.
- Removal of snow from immediate areas of entry and external walkways.
- Maintain custodial equipment

Requirements:

- Physically fit and able to lift up to 100 lbs.
 - Good communication and organizational skills
 - Ability to be a team player and work independently
 - Prompt and dependable
 - Knowledge of cleaning chemicals, MSDS, WHMIS and Workplace Safety
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Staff at Grant Memorial Baptist Church exemplify:

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

Other:

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

Disclaimer:

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply:

Please send the following attachments to humanresources@grantmemorial.mb.ca or by mail post to: Grant Memorial Baptist Church, 877 Wilkes Avenue, Winnipeg, Manitoba, R3P 1B8.

1. Resume
2. Cover letter
3. Please use 'Set-Up/Custodial' in the subject line of the email.

The applicants following the above requirements will be considered for this position.

Application deadline: Friday May 3, 2019
