

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Caretaker
Accountability	Pastor and/or Administrator
Purpose of Ministry	Care and maintenance of the church facilities
Participant Group	Parish community
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Dry dust mop, vacuuming, washing, stripping and waxing floors ▪ Dusting, washing and waxing pews and furniture ▪ Cleaning and sanitizing washrooms ▪ Washing windows ▪ Setting up facilities for group meetings, e.g. Ministry meetings, Out of the cold, etc. ▪ Locking up the church at the end of the day ▪ Taking stock of and ordering supplies ▪ Seeing to and the removal of waste and garbage ▪ Oversee general maintenance of church property ▪ General grounds keeping ▪ Snow and Ice removal as required ▪ Other sundry duties as assigned from time to time
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Skills for use and maintenance of machinery ▪ Knowing where every thing is kept ▪ Friendly ▪ Enjoy dealing with people ▪ Punctual ▪ Pride in the quality of work done ▪ An awareness of being a representative and liaison for the parish ▪ People and communication skills
Time Commitment	<ul style="list-style-type: none"> ▪ 8 hours per days, 5 days a week : 40 hours total
Duration	NA
Orientation & Training	<ul style="list-style-type: none"> ▪ General Parish Orientation ▪ Training on use and maintenance of cleaning equipment
Support /Supervision/Evaluation	<ul style="list-style-type: none"> ▪ Pastor or Administrator is the first line of support and supervision, ▪ The position is to be reviewed annually
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview, Reference checks, Police Record Check ▪ Orientation and Training, Receive Volunteer Guidelines ▪ Supervisory checks and evaluations