

Custodian

(Part-time: 8 hours per week)

the bridge is a multi-ethnic and multi-generational church, impacting our world in Christ, located in Markham, part of the Greater Toronto Area, in Ontario, Canada. Gather, Group, Grow, Give and Go is how *the bridge* fulfills its mission and vision. Our mission is to connect people to God, each other, and our world. Our vision is to see transformed people impacting their world in Christ.

the bridge is looking for a Custodian who, together with the Facilities team, works to create a welcoming, clean and safe environment for our guests. As a front-line staff member, the Custodian provides a friendly and comfortable experience for visitors and attendees of *the bridge*. We believe God's property serves the programs, the programs serve the people, the people serve the purposes of God in a principled way. The Facilities team serves as integral support to various ministries and programs where real-life change and connection takes place.

Hours: Sundays from 12:00pm to 4:00pm; Monday or Tuesday for 4 hours, time to be determined. Additional hours for event or vacation coverage may also be available.

Primary Responsibilities:

Custodial & Building Maintenance Support:

- Provide a welcoming and positive customer service experience.
- Work collaboratively with staff and volunteers to provide facilities and custodial support for ministry programming and events
- Ensure all areas are clean after ministry programming, events and Sunday services
- Garbage and recycling removal
- Recover and clean washrooms (e.g. toilets, urinals, sinks, counters and floors)
- Set-up and tear down rooms for ministries and events (e.g. stacking chairs, putting away tables, moving furniture, etc.)
- Assist staff, volunteers and renters with spills, building access, set-up, tear down and other custodial / building maintenance duties as needed
- Assist with building maintenance, repairs and related troubleshooting as needed
- Liaise with vendors on site for building maintenance and repairs as needed
- Assist with grounds maintenance as required

Health & Safety Support:

- Implement and enforce security and safety policy and procedures (e.g. building security, WHMIS, etc.)

- Follow building emergency response and protocols (e.g. power outages, leaks, etc.)
- Help ensure grounds are maintained and safe, including sidewalks, entranceways, driveways, etc. Helping shovel and salt the grounds as needed.

Other Duties:

- Attend and assist with staff meetings, as well as church wide events as needed
- Other related duties as required

Qualifications & Skills:

- Ability to follow a cleaning schedule / program
- General knowledge of cleaning. Experience an asset
- Ability to operate and use basic cleaning equipment, tools and products
- Building maintenance skills an asset (e.g. painting, drywall repair, plumbing, etc.)
- Ability to implement our health & safety as well as security policies and procedures
- Experience with emergency procedures, basic first aid & CPR, as well as WHIMIS an asset. Training will be provided.
- Very good time management skills with the ability to meet related deadlines with minimal supervision
- Very good multitasking and organizational skills
- Very good problem-solving skills
- Very good written and verbal communication skills
- Very good interpersonal and customer service skills
- Ability to work collaboratively with teams and individually, with minimal supervision
- Ability to do physical labour and lift at least 30 pounds

Personal Attributes & Requirements:

- A high level of professionalism, an optimistic attitude, and a servant's heart
- Ability to work occasional Saturdays and weeknights
- Able to support and promote *the bridge's* beliefs, mission, vision, and values
- Willing and able to successfully obtain a positive police vulnerable sector check

For more information on *the bridge*, go to www.thebridgemarkham.com. If you are interested in this employment opportunity, please submit your cover letter and resume to careers@thebridgemarkham.com. *the bridge* invites fully qualified candidates to apply for the following position(s), however Canadian citizens and permanent residents will be given priority. *the bridge* is committed to providing accommodations for people with disabilities and will work with you during the selection process if this is required. All applications will be reviewed, but only those selected for interviews will be contacted. If selected, you may receive communication from a *bridge* staff member or a third-party HR consultant.