



SUNNYBROOK

community church

POSITION DESCRIPTION – CUSTODIAL ASSISTANT

General Summary: The Custodial Assistant is responsible to work in concert with the Custodial Services Director to ensure the cleanliness of the church, to assist in setting up and tearing down for various activities held on church property, and to maintain the building and grounds.

General Duties:

- Keep the facility clean. Sweep, mop, vacuum, clean, wash, wax and dust furniture and floors
- Ensure that restrooms are cleaned on a regular basis
- Wash interior and exterior windows
- Replenish supplies
- Move furniture, set up (and tear down) tables and chairs for church activities, weddings, funerals, etc.
- Set up educational areas for regular and special activities
- Minor repair/repainting jobs as required
- Assist in building and grounds maintenance – landscaping, snow removal, etc
- Support and complete with excellence all other assigned duties

Skills/Abilities:

- A strong work ethic and passion for cleanliness and organization
- Strong attention to detail
- A passion for excellence
- Mechanical and building services experience a plus

Education/Experience:

- No special requirements – just a desire and a passion for the job

Position Status: Part-time hourly employee

Reporting Relationships:

- Reports to the Custodial Services Director

To apply, email Laurie at laurievc@sunnybrookchurch.org