Job Title	Custodian
Department	Facility
Location	Prince of Wales Campus
Band/Salary Range	$18-$23/hour
HR Contact	Sue Reissner
Will Train Applicant(s)	Yes
Track	Operations
Supervisor	Manager, Facility
Travel Required	Within city limits
Position Type	Part-Time
Date Posted	October 30, 2026
Posting Expires	
Send cover letter & resume to	employment@metbiblechurch.ca

Position Summary

The Custodian helps ensure that the facilities of The Metropolitan Bible Church are clean, safe, welcoming, and ready for ministry. This role supports the mission of The Met by providing consistent custodial care, room setups, light maintenance, and facility support for weekday and weekend ministries, events, and rentals. Working on-site and reporting to the Facility Manager, the Custodian maintains a high standard of cleanliness, stewardship, and readiness across all interior and exterior areas of the church building.

Reporting Relationship

Reports to the Facility Manger.

Experience and education

Qualifications

- Experience in facility custodial duties an asset.
- Ability to learn to safely operate custodial equipment (e.g., buffers, vacuums, floor machines).
- Basic ability to complete light maintenance tasks (changing bulbs, tightening hardware, checking door hardware).
- Basic proficiency with MS Office and the ability to communicate by email (Outlook) and use shared calendars.
- Ability to regularly lift, move, or set up tables, chairs, and light equipment.
- Commitment to maintaining safe and clean environments and willingness to follow and implement safety and hazard-prevention procedures.

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Other

- Must be a member Metropolitan Bible Church or able to complete the membership process within six months of joining.

Relational Style

- Respectful, approachable, cooperative, and trustworthy—consistently reflecting The Met's vision and values.
- Demonstrated ability to build rapport with volunteers and lead teams with encouragement and clarity.
- Able to collaborate across multiple departments and balance competing priorities with grace.
- Skilled at managing and prioritizing multiple projects and deadlines effectively.
- Proactive in identifying challenges and navigating bottlenecks before they escalate.
- Exercises sound judgment and mediation skills in interpersonal and team dynamics.
- Self-motivated, with a proven ability to inspire and mobilize others toward shared goals.

Role and Responsibilities

Custodial Cleaning & Sanitization

- Maintain a clean, sanitary, safe, and welcoming environment throughout the building.
- Clean walls, counters, fixtures, windows, doors, floors, appliances, and equipment as required.
- Ensure washrooms, common areas, foyers, and high-traffic spaces are restocked and cleaned consistently.
- Sweep, mop, vacuum, and deep-clean as assigned.
- Monitor and manage garbage, compost, and recycling throughout the facility.
- Identify evidence of pests and report immediately to the Facility Manager.

Room Setups, Events & Tear-Down

- Set up and tear down rooms according to event requirements, ensuring accuracy based on setups provided.
- Reset and prepare rooms for the next ministry or event.
- Assist with supporting one-time rental groups, including opening, set-up, supervision as assigned, tear-down, and closing.

Light Maintenance & Safety

- Perform minor maintenance tasks such as replacing bulbs, tightening screws, adjusting door closers, or resetting simple equipment.
- Identify hazards or unsafe conditions and secure or remove dangerous items immediately.
- Ensure exterior entrances, sidewalks, and surrounding areas remain clean, clear, and safe.
- Report damage, misuse, or concerning facility conditions promptly to the Facility Manager.

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Custodial Areas, Supplies & Equipment

- Maintain an organized janitorial closet and custodial rooms.
- Track and replenish supplies, submitting order requests at least one week in advance.
- Care for and properly store all custodial equipment.

Administrative & Operational Support

- Communicate with staff using MS Outlook and maintain accurate internal communication as required.
- Support the Facility Manager in managing events through shared calendars, Excel sheets, Word documents, or other required applications.
- Coordinate with the Facility Manager and team regarding scheduling needs and workflow priorities.

Work Environment

- Fast-paced, highly collaborative, and purpose-driven.
- Requires evening and weekend availability.
- Requires physical stamina and the ability to lift/move items regularly.

Additional Notes

- Please advise us of any accessibility-related accommodation in your cover letter (or email).
- This job description is subject to change or revision at any time during employment. By accepting an offer of employment, the employee acknowledges and agrees to this condition.

Please email employment@metbiblechurch.ca with your CV and cover letter to apply. Should you require accommodation during the recruitment process, for example, because of a disability, please let us know. This position will remain open until a suitable candidate is found.

DOCUMENTS AVAILABLE ON https://www.metbiblechurch.ca/member-resources

1. Metropolitan Bible Church Ministry Corporation Bylaw May 26, 2024
2. Metropolitan Bible Church Property Corporation Bylaw May 26, 2024
3. Personnel Manual (available upon acceptance)

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