

POSITION DESCRIPTION and REQUEST FOR PROPOSALS

Cleaning Custodian – Trinity Bible Church of Ottawa

Job Title:	Cleaning Custodian
Reports To:	TBCO Office Administrator
Status:	Contractor
Start Date:	April, 2022
Salary:	Hourly Rate (TBD or commensurate with experience)

SUMMARY:

Trinity Bible Church of Ottawa (TBCO) is a healthy, growing and vibrant congregation. The cleaning custodian will serve TBCO by providing cleaning and custodial services to the church building each week. It is essential that the candidate for this position is reliable and punctual and takes pride in the quality of their work. The custodian needs to be able to work independently, with minimal supervision and must be trustworthy.

SCOPE OF RESPONSIBILITIES:

Cleaning services are typically performed twice per week but have been reduced over the past 2 years due to the covid pandemic and a decreased used of the church building, so some flexibility in hours may be required Typically, the custodian has performed cleaning services on 2 days: 1) Fridays, to clean up from activities during the week and prepare for Sunday services; and 2) Sunday afternoon or Monday, to clean up after Sunday services. Days and times are negotiable Typical duties may include but are not limited to the following.

1. Vacuuming of all flooring and carpet in all areas, twice per week. Rooms include sanctuary, entrance rooms, kitchen, stair wells, offices, library, upstairs offices and classrooms, and nursery as required. Mop flooring as necessary. Spot clean carpeting as necessary with approved cleaning material. Note – deep cleaning of carpets and polishing of tile floors will be contracted separately as needed.
2. Cleaning of washrooms as required, but not less than twice per week.
3. Dusting of chairs, surfaces and furniture on a weekly basis in all areas including sanctuary, entrance rooms, kitchen, stair wells, offices, library, upstairs offices and classrooms, and nursery.
4. Reporting immediately any damages or repairs required (building/equipment) to the Office Administrator.
5. Bagging and removing garbage to the outside bin and replacing garbage bags in each can.

6. Maintaining adequate stock of janitorial and bathroom supplies, advising the Office Administrator when stock gets low.
7. Maintaining general security and ensuring doors are properly secured.
8. Other duties as assigned, such as assisting with cleaning for special events such as meetings, weddings, funerals or other such church-wide events. Note that extra cleaning is needed during camp weeks in the summer for 2-3 weeks (July and/or August).

PROPOSALS:

Interested companies or candidates should submit a proposal to Karen Fishwick, Human Resources Deacon, TBCO via email at karenfishwick@gmail.com, or by delivering a written proposal to the TBCO Church Office, care of the Office Administrator, Curtis Butler. Proposals should contain the following points:

1. **Estimate of time to complete cleaning duties** as described in points 1 to 7 above, twice per week, and **hourly rate or lump sum proposed**. If the candidate is not familiar with the church building, please contact the Office Administrator, Curtis Butler, to make an appointment to view the space – 613-826-2444 or office@trinitybiblechurch.ca.
2. **Availability** to perform cleaning duties twice per week (days of week and times available).
3. **References for 2-3 current cleaning projects** of comparable size and scope to TBCO.

Qualified candidates will be contacted for an interview. The Cleaning Custodian will be paid monthly upon submission of approved invoices.