



## About Us

### OUR VISION

At St. Albert Alliance we are all about living together as apprentices of Jesus in the now-available Kingdom of God. We take seriously the practical experience of being an apprentice of Jesus and seek to be a community of people who live like Jesus, engaging in a lifestyle that reflects his day-to-day priorities.

### OUR STAFF

As staff at St. Albert Alliance, our purpose is to equip people to live out their apprenticeship journey with Jesus as stated above. We believe that "how" we carry out our work is as important as the work itself. Our expectation would be that all team members make every effort to be clear, direct and respectful, while exhibiting a hospitable and gracious manner in all of our interactions with each other, our church family and all that we serve in St. Albert.

### OUR PURPOSE

"What if an entire community of people sought to become wholehearted apprentices of Jesus? What if it was normal to take our lead from Jesus in every area of life, to engage in the kinds of practices he engaged in? At St. Albert Alliance, we believe Jesus is inviting us to find out..."

Jeremy Peters – Lead Pastor

## Custodian

Competition number: 2017-04

Closing date: until a suitable candidate is found

Job type: Full-Time – 35 – 40 hours per week

Department: Operations

### The Opportunity

Reporting to the Director of Operations, the Custodian is responsible for maintenance and cleaning, set up and tear down of chairs, tables and other furniture, and inventory and purchasing of church supplies and annual asset inventory.

To be successful in this role the Custodian must have a high attention to detail and be able to see what needs to be addressed. Additionally, well developed interpersonal and communication skills, with the ability to balance interactions with staff, our congregation, and the community while managing multiple and time sensitive priorities, is essential.

### Job Requirements & Responsibilities:

- Keep the building clean and well-maintained, within defined parameters, and in conjunction with contract service providers.
- Weekly set-up and tear down of tables & chairs throughout our church facility based on the current facility framework, and in consultation with the Facility Coordinator.
- Perform an annual physical inventory of all church assets.
- Maintain supplies inventory, purchasing items as required.
- Other duties as assigned.

### Qualifications:

- Able to lift 50lbs safely.
- Must be able to be physically active all day.
- Available to work days with some evenings and weekends
- Practical application of computers and associated technology such as MaintenanceCare, and Office 365 would be an asset (training will be provided).
- Knowledge of or willingness to learn basic technical skills of a sound board for weddings, funerals, and other events is desirable.
- Strong interpersonal skills with the ability to work both independently and collaboratively in a team environment to achieve desired goals.
- Knowledge of building systems would be an asset.
- Ability to communicate verbally and in writing

### Hours of Work

This position will work 35 – 40 hours per week. Must be available evenings and weekends.

### How to Apply

Qualified applicants are invited to submit their cover letter and resume quoting the competition number to Gladys Lewis, Director of Operations via email to [jobpostings@staalliance.org](mailto:jobpostings@staalliance.org)

This competition will be recruited to and interviewed for on an ongoing basis as qualified candidates apply.