

NORTH BROADWAY BAPTIST CHURCH

6 NORTH ST, E

TILLSONBURG, ONTARIO

N4G 1B2

JANITORIAL SERVICES OPPORTUNITY

Service Agreement: Contract for Janitorial Services

Services shall be performed on a recurring basis. The parties agree that cleaning will occur weekly to ensure the facility is prepared for Sunday services.

Summary of Tasks

- a) Keep North Broadway Baptist Church facility to the highest level of cleanliness with the amount of time they are provided compensation.
- b) Clean all washrooms after Sunday Worship. Clean them after a primary weekly event such as Kids Night Out, Men's or Women's nights, Bible Camp, funerals, weddings, etc.
- c) Clean classrooms and nurseries by dusting, vacuuming, mopping floors, wiping tables, spot-cleaning stains on the carpet, and setting up for upcoming use. Clean at least once a week. If the room is used multiple times, inspect it to see if it needs cleaning again.
- d) Vacuum hallways, sanctuary, foyer, and offices once a week and after heavy use during the week.
- e) Mop gym, washroom, entry ways and kitchen floors.
- f) Clean the kitchen and wipe the counters, microwave, and fridge.
- g) Empty garbage and recycling as needed and at least once a week. Take garbage and recycling out for collection based on the municipal collection schedule.
- h) Clean doors, switches, and handles weekly.
- i) Setup rooms for regular children's ministry for Sunday and Kids Night Out. Other ministries are responsible to set up for their events.
- j) Inform Deacon of Asset Management and the church office at least 2 weeks ahead of being on vacation

Supplies and Equipment

- **The Church** shall provide all heavy equipment (vacuums, floor buffers), mops and cleaning consumables (ie. paper towels, toilet paper).
- **The Contractors** shall order/purchase recurring supplies on church accounts or notify the Church Office when supplies are running low to ensure timely restocking.

Conduct and Security

- **Confidentiality:** The Contractors agree to respect the privacy of church offices and sensitive documents.
- **Security:** The Contractors are responsible for ensuring all doors are locked and lights are off upon completion of their shift, unless a group is using the facility at that time.
- **Clearance:** As this facility hosts youth programs, the Contractors agree to maintain a current **Vulnerable Sector Check** on file with the church office.

Hours of work: 23 – 25 per week

Start date: July 1, 2026

Pay period: Semi-monthly

If you are interested in this opportunity, please submit your resume to careers@northbroadwaychurch.ca .