



St. Clement's is a growing community learning to follow Jesus Christ and transforming lives at Yonge & Eglinton in Toronto. In an age of distractions and self-promotion, we seek a deeper rhythm.

Position Title: Part-time Caretaker

Purpose of the Position: The primary role of the Part-time Caretaker is joining in the facility team's responsibility of maintaining the church building and grounds and providing caretaking support for special services and events.

Duties and Responsibilities:

- Ensuring the Church building and grounds are clean at all times.
- Set-up for church events.
- Being on-site for special services and church events and ensuring they run smoothly from a facility point of view.
- Ensuring that meeting rooms are properly set up for scheduled events.
- Opening and closing of the building.
- Performing light to medium physical duties and be able to lift a load up to 50 pounds.
- Covering vacation and sick leave for other members of the facility team.
- Being on-call with security alarm company and having the ability to be able to respond to emergencies.

Skills, Knowledge and Experience Required

- Passionate about caring for our church building including providing excellent cleaning skills.
- Excellent English communication skills and the ability to interact with staff, volunteers and renters, often being the first point of contact with the church.
- Basic repair ability.
- Organizational skills and ability to follow-through on tasks/feedback.
- Self-starter.
- Flexibility with schedule.

Terms:

- \$20.50/hour with a changing schedule
- Part time - 15 -20 hours per week working primarily evenings; additional shifts for special services (eg. Christmas & Easter) and events; provide caretaking support on Saturdays as required and regularly during the spring months; covering Facility Team holidays, mainly in July & August and being on call to cover sick leave.
- This position reports to the Manager of Finance & Administration.

Application Process: Please submit your cover letter and resume to the Rector at hr@stclementsto.ca. The application deadline is **Friday, October 27, 2023**. Applications will be reviewed as received. We thank all applicants, however only candidates selected for an interview will be contacted.

St. Clement's is committed to an equitable and inclusive workplace, seeking to foster and support a broadly diverse staff and community.