

St. Clement's is a growing church in North Toronto where a diverse group of people is learning how to follow Jesus Christ. The successful candidate will join a dynamic staff team serving a healthy, creative and vibrant church in a growing neighbourhood. Position Title: Evening Caretaker

Purpose of the Position: The primary role of the Evening Caretaker is joining in the facility team's responsibility of maintaining the church building and grounds as well as providing caretaking support for our evening rental groups.

Duties and Responsibilities:

- Ensuring the Church building and grounds are clean at all times.
- Set-up for Sunday services and other 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 being able to lift a load up to 50 pounds.
- Performing basic repairs around the building.
- 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 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 to work additional shifts to provide caretaking support for special events and services (such as Christmas, Easter, weddings, funerals)

Terms:

- Competitive salary + benefits package.
- Full-time – 35 hours per week. Monday – Thursday, 3:00-10:00pm, Friday 12:00-7:00pm; working additional shifts for special services and events.
- This position reports to the Manager of Finance & Administration.

If you are interested in this position, please submit your cover letter and resume to the Manager of Finance & Administration at hr@stclements-church.org. **The application deadline is Wednesday, July 20th.** 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.