



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: Part-time Caretaker – Students are invited to apply.

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 on Sundays and at special services and events.

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 Sunday 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 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:

- Competitive salary.
- This is an ideal position for a student and students are invited to apply.
- Part time - 8-10 hours per week consistently working Sundays from 7:00am-3:00pm; working additional shifts for special services (eg. Christmas & Easter) and events; providing caretaking support for a Saturday rental group in 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.

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 Tuesday, July 26**, but we will respond to applications as they are submitted with the goal of filling the position as soon as possible. Only those selected for an interview will be contacted.