

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: Facilities Caretaker and Maintenance Coordinator

Purpose of the Position: The primary role of the Facilities Caretaker and Maintenance Coordinator is the caretaking and regular custodial servicing of the church building and grounds.

Duties and Responsibilities:

- Ensuring the Church building and grounds are clean at all times.
- Implement and maintain schedules for all building systems including but not limited to HVAC, Fire/Emergency, Plumbing, Electrical, Lighting, etc.
- Organize, implement and maintain weekly, monthly and annual cleaning and maintenance schedules.
- Being on-call with security alarm company and having the ability to be able to respond to emergencies.
- Work with the Manager of Finance & Administration to obtain quotes for work projects on the church property and act as the primary liaison with the property committee.
- Liaise and oversee the work of tradespeople and companies providing larger repairs and services.
- Perform basic repairs around the Church.
- Perform light to medium physical duties and be able to lift a load up to 50 pounds.
- Ensuring that meeting rooms are properly set up for scheduled events.
- Attendance and assistance at festive events and religious services including weddings, funerals may be required outside regular hours. Flexibility in working hours is important as parish programming may sometimes require adapting work hours to parish needs.
- Other tasks as assigned by the Manager of Finance & Administration.
- Legally eligible to work in Canada.

Skills, Knowledge and Experience Required

- Passionate about caring for our church building including providing excellent cleaning skills.
- Basic repair ability.
- Organizational skills and ability to follow-through on tasks/feedback.
- Self-starter.
- Supervisory skills and ability to delegate and give constructive feedback.
- Excellent communication skills and the ability to work with staff and volunteers.

Terms:

- Compensation package: competitive salary, pension and benefits.
- Full-time 40 hours per week, Monday-Friday, 7:00 am – 3:00 pm.
- 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@stclementsto.ca.

The application deadline is May 27, 2022, however we will review applications when submitted and may start interviews before May 27, 2022. 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.