

*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. St. Clement's is a vibrant, active and inclusive church, with a strong pastoral team, dedicated staff and invested volunteers. To learn more about us visit [stclementsto.ca](http://stclementsto.ca)*

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 on Sundays and for 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
- Set up for light refreshments after services and events
- 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

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
- Organizational skills and ability to follow-through on tasks/feedback
- Self-starter
- Flexibility with schedule
- Legally eligible to work in Canada

Terms:

- \$18 to \$21/hour commensurate with experience and education
- This is an ideal position for a student and students are invited to apply
- Part time apx. 8-10 hours per week consistently working **Sundays from 7:00am-3:00pm**, with 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 (during these times you will work more than 10hrs/week)

- This position reports to the Property Manager.

If you are interested in this position, please submit your cover letter and resume to the Property Manager at [hr@stclementsto.ca](mailto:hr@stclementsto.ca) **The application deadline is Monday, July 28, 2025** 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.