

JOB POSTING: Sexton

The Anglican Church of St. Mary and St. Martha, an inviting community of Christian worship and compassionate service in the north-west area of Toronto, is seeking a sexton (caretaker) to support its ministry. The hours of work are to be determined within a part-time position of 20 hours per week. Employment benefits are available for this position.

Responsibilities include: maintaining the cleanliness, appearance and security of the Church's buildings and grounds; preparing meeting rooms for gatherings and events; weekly garbage removal; ensuring an adequate stock of cleaning and maintenance supplies; carrying out minor repairs and overseeing the work of grounds contract workers.

Required qualifications and skills: respect for sacred worship space; training or equivalent experience to perform the work; the ability to work well independently; good communication skills - oral and written; excellent interpersonal skills.

The successful candidate for this position must complete a police records check prior to hiring.

Application: Cover letter and resume should be sent to office@stmaryandstmartha.org indicating "Application" in the subject line, or mailed to "Churchwardens, Church of St. Mary and St. Martha, 1149 Weston Rd., Toronto, ON M6N 3S3.

We thank all who apply; however, only those selected for an interview will be contacted.