

## St. Cuthbert's, Leaside seeking sexton

St. Cuthbert's, Leaside requires a sexton. This is a full time, daytime position Monday to Friday. 40 hours per week.

The Sexton's responsibilities include: ensuring the building and grounds are clean and well-maintained at all times; grounds maintenance including shoveling, deicing, grass mowing, weekly garbage removal; ensuring meeting rooms are prepared for gatherings and meetings; ordering and maintaining stock of maintenance supplies and equipment; carrying out or arranging for necessary repair work of equipment, building and furniture.

Qualifications and skills required: knowledge of minor repairs; ability to lift heavy furniture, equipment and supplies; ability to work well independently; excellent interpersonal skills; ability to multi-task; ability to speak, read and write English; work ethic compatible with church's values; knowledge of current technology would be an asset.

Cover letter and resumé should be submitted to [stcuthberts@bellnet.ca](mailto:stcuthberts@bellnet.ca) or St. Cuthbert's Anglican Church, 1399 Bayview Avenue, Toronto, ON M4G 3A6.