



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: 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.
- Being on-call with security alarm company and having the ability to be able to respond to emergencies.
- Work with Manager of Finance & Administration to obtain quotes for work projects on the church property.
- Liaise and oversee the work of tradespeople and companies providing larger repairs and services.
- Organize, implement and maintain weekly, monthly and annual cleaning and maintenance schedule.
- Perform basic repairs around the Church.
- Perform light to medium physical duties and be able to lift a load up to 50 pounds.
- Supervise the custodial team including the work of the evening and weekend custodial staff.
- Linked with the church's Property Committee. Attend Property Committee meetings and work with property volunteers.
- Ensuring that meeting rooms are properly set up for scheduled events.
- Attendance and assistance at festive events and religious service 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.
- Excellent English language 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, either Monday-Friday or Sunday-Thursday, 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@stclements-church.org. **The application deadline is Wednesday, December 4th.** Only those selected for an interview will be contacted.