



The Church of the Redeemer is a diverse, progressive, and inclusive Christian community located at the corner of Avenue Road and Bloor Street West in Toronto. We seek a **Jr. Caretaker** to join the Facilities Team who will be responsible for the internal and external cleanliness of the building facilities and property.

Reporting to the Caretaker Supervisor, the Jr. Caretaker will ensure the property and premises are cleaned thoroughly following The Common Table\* program closure each weekday according to internal cleaning procedures/protocols and or Toronto Public Health guidelines/requirements; moving furniture or other items as required and be onsite for Sunday worship services, church events or rentals.

\* The Common Table provides vital support to those who struggle in our neighbourhood by offering meals, a drop-in location, counselling and outreach services within an atmosphere of community and belonging.

### **Duties and Responsibilities:**

#### **Cleaning/Janitorial Duties**

- Clean and disinfect the all spaces and rooms within the church in preparation for worship services and events, in addition to other rooms, offices and kitchens.
- Vacuum carpets, sweep and wash floors, and dust or wipe all other surfaces.
- Clean indoor windows regularly and clean outer windows as needed.
- Replenish supplies in restrooms.

#### **Garbage/Recycling**

- Regularly collect and separate waste for recycling and or garbage.
- Take out garbage and waste bins in accordance with the City of Toronto collection schedule. Return all bins to their storage location. Clean bins regularly.

#### **Property Maintenance**

- Perform minor repairs of all facilities and equipment as needed.
- Sweep the stairs and remove any debris or garbage.
- Check all walkways in the winter and remove snow and salt slippery areas.
- Advise the Caretaker Supervisor of any needed repairs and if necessary, contact appropriate professional repair people where required.

#### **Other**

- Water all plants regularly.
- Accept various deliveries from vendors/supplies.
- Stock cleaning supply areas with new product, ensure they are neat and orderly, and advise the Caretaker Supervisor when cleaning supplies need to be purchased.
- Move and or set-up furniture and equipment as required for worship services, events and activities at the church.
- Open the building and doors for Sunday services as applicable and turn lights on.
- Secure the building after hours by locking doors, closing windows and setting the alarm.



- Participate in Caretaking Team meetings.
- Other duties as required.

#### **Education, Skills and Abilities:**

- High school diploma is preferred, but not required
- Prior related experience preferred
- Able to safely lift heavy objects
- Knowledge of different cleaning products, their use and safe disposal
- Time-management and multi-tasking abilities
- Able to perform some strenuous physical work
- Strong organizational skills
- Able to work well with vulnerable populations; relevant experience would be an asset
- Good verbal communication and interpersonal skills
- Able to work with minimal supervision
- First Aid and Workplace Hazardous Materials Information System (WHMIS) certification would be considered an asset\*\*

\*\* Training will be provided, if the successful candidate does not have certification upon hiring.

#### **Position Risk Assessment**

A criminal records and background check will be required as a condition of hiring and on an ongoing basis.

#### **Working Conditions**

This position is located at Church of the Redeemer and involves physical, manual work, lifting, pulling, carrying, and the use of commercial cleaning products and chemicals as well as following procedures and guidelines for cleaning and proper use.

While there is no regular evening work required, the individual will be asked to assist at special events, activities and or occasional committee meetings.

Days/hours:	25 hours per week, with the possibility of additional hours	
	Monday-Thursday	12:00-4:30 pm i.e. 4.5 hours each day
	Sunday	7:30 am-2:30 pm i.e. 7 hours plus a ½ hour unpaid lunch

#### **How to Apply**

Interested candidates should submit a cover letter and resume to [HumanResources@theredeemer.ca](mailto:HumanResources@theredeemer.ca) no later than **Wednesday, September 2, 2020**. We thank everyone for their interest in this position, however, only those candidates invited to interview with us will be contacted.

The Church of the Redeemer is committed to providing accommodation for people with disabilities.