

# Custodian/Maintenance Position

The St. Andrew's Presbyterian Church Custodian/Maintenance Position will be responsible for the oversight of the church building and its surrounding areas to ensure that the church is a welcoming place for all. The Custodian/Maintenance Position is responsible for facility cleaning as well as maintenance duties.

## RESPONSIBILITIES INCLUDE:

- Cleaning all areas of the church in accordance with the detailed cleaning schedule;
- Light maintenance duties in accordance with the facilities maintenance schedule; and
- Other duties as assigned, including:
  - On Sunday mornings, opening up and ensuring the church is ready for worship (including light snow shovelling in the winter as required);
  - Contacting contractors to schedule maintenance work as required;
  - Acting as primary responder to alarm notifications from the security company; and
  - Attending monthly meetings of the Facilities Team.

## REQUIRED QUALIFICATIONS

### Education:

- High School Diploma

### Experience:

- Experience with maintenance duties a plus
- Willingness to learn, especially with regard to church maintenance duties
- 2 years of consistent employment ideal

## REQUIRED SKILLS

- Attention to detail
- Ability to move and stand on feet for the majority of the workday
- Effective oral communication
- Willingness to contact contractors via phone and/or email
- Ability to communicate with other church employees and members on a regular basis
- Ability to work indoors and outdoors
- Ability to use a ladder and other tools to accomplish work goals
- English language skills

## PREFERRED SKILLS

- Prior experience in maintenance and/or cleaning duties or facility management a plus
- Prior plumbing or appliance repair skills a plus
- Live in close enough proximity to get to the church in the event of an emergency

## **WORK SCHEDULE**

We are seeking a regular part-time employee to work approximately 20 hours per week. The schedule can be flexible, but opening the church on Sunday mornings is mandatory. We would prefer someone who could work at least some daytime hours.

## **About St. Andrew's Presbyterian Church**

St. Andrew's Presbyterian Church is a congregation of 600 people based in southwest Calgary. We have a small staff consisting of our full-time Minister, two office administrators, and one part-time music director. We also have numerous volunteers who help with events and some of the needed tasks that are done around the church. We are looking for someone who will feel like part of our community. Attending church is not a requirement of the position, but the ideal candidate should feel a sense of pride in our building and community life.

Job Types: Part-time, Permanent

Salary: \$24-\$26 per hour, depending on experience

Expected hours: 20 per week

### **Benefits:**

- Flexible schedule
- On-site parking
- Two weeks paid vacation

### **Schedule:**

- Monday to Friday
- Sunday mornings
- One weeknight meeting per month

### **Experience:**

- Cleaning: 1 year (preferred)
- Maintenance: 1 year (preferred)

**Work Location:** 703 Heritage Drive SW, Calgary T2V 2W4

To apply, please submit your resume and cover letter detailing your relevant experience and qualification. Only shortlisted candidates will be contacted for an interview. Thank you for considering this opportunity.

Submit resume and cover letter to: [office@standrewscalgary.ca](mailto:office@standrewscalgary.ca) with "Custodian Application" in the subject line.

Competition closes: May 15, 2024