

# CARETAKER JOB DESCRIPTION

Revised by Committee Altered by Property & Finance Committee JULY 2019  
All prior job descriptions are hereby null and void.

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## Job Description: Caretaker Hours:

*Review Church activities with the Church administrator on a weekly basis and prepare and provide the administrator a plan of weekly work schedule. This work plan should include five scheduled days that mesh with scheduled church activities. Should temporary changes occur, inform the Ministry and Personnel Chair or designate. The expectation is that this position will be compensated on an hourly basis up to 20 hours per week in the summer and 25 hours per week in the winter. When called in to open and/or close for special events the caretaker should adjust their self managed schedule to include a minimum of 2 ½ hours of work with both the required open and closing times. If the caretaker is not able to work a minimum of 2 ½ hours they will be paid a minimum of one hour for an open or close.*

## Work Place Philosophy:

Sunnybrook United Church is a caring and compassionate Christian community. It is the intention of the Ministry and Personnel Committee to provide a positive work environment where employees can contribute to a productive, respectful and professional atmosphere. Together we intend to foster an open, trusting and collegial work environment. This type of work environment can be achieved where individuals feel they are treated with dignity and respect without being subjected to discrimination or harassment. All employees are expected to share in preserving and enhancing the Sunnybrook United Church image and reputation of integrity, credibility and honesty.

## Goal of the Position

- To perform custodial duties of *the* Church Building
- To perform minor maintenance and repairs

## Skills, Experience, Qualifications and/or Personal Qualities and Traits needed:

- Knowledge of cleaning equipment and materials
- Basic knowledge of carpentry, plumbing, electrical, heating
- WHMIS (Workplace Hazardous Materials Information System) training is recommended
- Ability to use and maintain small hand and power tools • Knowledge of commercial cleaning products - handling and use
- Good physical health
- Neat, tidy, clean
- Mechanical aptitude to operate and maintain larger equipment - Mower, Snow Blower, etc.

## Responsibilities:

## **CARETAKING:**

### **Daily:**

- Empty all trash containers.
- Check, scrub and disinfect all toilet fixtures and washroom floors as needed.
- Check, replenish paper towel, toilet tissue and soap in washrooms and deodorizer dispensers as needed.
- Check, vacuum carpets as needed.
- Check, damp mop all tiled and painted floors and stairways as needed.
- Control fly, insect, and rodent problems throughout the building.
- Ensure all areas of the building are left in tidy condition.

### **Weekly:**

- *Dust (Offices, Sanctuary, Narthex, and Basement).*
- *Do minor window and wall cleaning.*
- *Water plants as required*
- *Mop and clean kitchen floor*

### **Monthly**

- Clean marks off walls
- Check and fill humidifier levels in grand piano
- *Check Furnaces and replace filters as required*

### **Semi-Annually:**

- Clean light fixtures (except Sanctuary, which will be contracted out)
- Major window cleaning, inside and out.
- *Turn on/off front water tap*
- *Replace/remove water barrel on SE side of the church*

### **Annually:**

- Clean all carpets
- Perform and document safety inspection

### **As Required:**

- Clean windows and walls
- Clean/wash tables, chairs, etc.
- Special Functions (on call, before and after weddings, funerals)
- Vacuum sanctuary, narthex, entry areas and basement
- Some set up/take down of tables/chairs
- Spot clean carpets
- Report anything broken/damaged to Property Committee

## **MAINTENANCE:**

### **As Required:**

- Minor repairs: light carpentry, plumbing, tables, chairs, doors and hinges, etc.
- Replace furnace filters
- Maintain equipment: Vacuum Cleaners, Mower, Snow Blower, Thermostats, etc.
- Maintain a written service schedule for furnace, fire extinguishers, elevator, water heater and emergency lighting
- Pest Control
- Upkeep of storage rooms, sheds
- Report broken/damaged equipment/facilities to Property Committee Chair or Designate
- *Checking cleanliness* of chairs and tables after offsite or rental use, and report when items *have not been* returned in a clean condition. *Clean if required*

## **YARD CARE:**

- Sidewalks - snow removal, ice control
- Maintenance of front shrub bed
- Tree limb cleanup

### **Maintenance that is not expected:**

- Cleaning of counters / stoves / ovens / fridge in the kitchen (*cleaning of kitchen floor should be done weekly or more often as required*)

Other duties may be required in consultation with the Property Committee Chair or Designate

The Caretaker does not attend committee meetings but may be required to supply information. Orientation and Training

Training is available upon request to the Ministry and Personnel Committee

Orientation is provided by the Ministry and Personnel Committee

## **Support, Accountability and Evaluation**

- Accountable to M & P committee Chairperson or Designate
- Works under direction of Property Committee Chair or Designate.
- Evaluation and support through an annual review
- Other support is provided by the Property Committee, volunteers and other church staff Confidentiality
- An Oath of Confidentiality will be signed and kept on file by the M & P Committee.
- A current Criminal Record Check