

St. Timothy's Anglican Church, Agincourt
4125 Sheppard Ave. East, Scarborough, ON

Job description - Verger (Custodian)

Commitment: Part-time 25 hours per week – willing and flexible to work different hours evenings and weekends is a requirement.

Compensation : Starting salary \$30,000.00 with CPP and EI benefits ; two weeks annual vacation (to start) with pay

Starting Date: this is to be determined. Successful hire will include a six (6) months probationary period.

Position Summary

St. Timothy's, Agincourt is seeking a proactive, energetic, joyful and efficient Church Verger (Custodian) who possesses an understanding of proper cleaning methods, and has a respect for the religious and cultural beliefs of our Church. To be a successful church Verger (Custodian), you should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate. You should also be knowledgeable about the proper handling of chemicals and cleaning techniques, and have the ability to handle basic repairs. All activities associated with this position must be achieved in a manner consistent with our Parish Mission Statement. All diocesan and parish policies and practices must be adhered to, particularly the Diocese of Toronto's Sexual Misconduct and Screening Policies.

Duties and Responsibilities

- Based on the schedule: clean the entrances, narthex, nave and sanctuary, in preparation for all worship service and parish events.
- Maintain all washrooms so that they are in a clean and sanitary condition throughout each week.
- Clean all other rooms, offices, kitchen and parish halls weekly. Vacuum carpets, wash and polish floors, dust or wipe all other surfaces weekly, or as needed.
- Clean indoor windows regularly (year-round), most especially the doors at the entrance, the church entry doors, and the Bonis room. Clean outer windows to offices and glass enclosure at the entrance as needed during the summer months.
- Regularly collect, sort and separate all recycling, compost and garbage. Place in appropriate bins and take out for weekly pick up according to schedule.
- Perform minor repairs on equipment as directed by the Property Manager.
- Any equipment repairs are to be directed to the Property Manager.
- Within the budget approved by vestry, maintain inventory of cleaning and washroom supplies and work with Office Administrator to replenish.
- Be present for weddings, funeral and special services. Open the building at least 1 hour beforehand and arm and lockup after all worshippers have departed.
- Assist funeral directors and sidespersons as needed at all funerals.
- Must be able to operate the lift on the days it is required.

- Set up and clean up for seasonal parish and tenants' events (e.g. Pancake dinner, Visioning day, Craft market, Senior Advocacy events, etc). These are events approved by the Incumbent and Churchwardens.
- Before leaving for the day, ensure that there is no one in the building, that the rooms and the buildings are armed and locked.
- Perform other duties as requested by the Incumbent, Churchwardens or Property Manager.
- Adhere and work to ensure that the heating and air conditioning systems are operational. Turn on/off during the appropriate season of the year.
- Check all sidewalks/walkways/driveways and emergency exits in the winter, clear snow and apply de-icing agents as required.
- Walk around the premises, checking for any damage to the buildings, pickup garbage and ensure that all outdoor drains are kept free of debris (according to the season).

Terms and Conditions:

- Prior experience in commercial/residential building cleaning and property maintenance. Prior hands-on experience operating floor polishers and/or cleaning machines as well as telescopic mop is an asset.
- Strong applied knowledge of and experience of safe handling of chemicals/cleaning agents
- Prior experience performing minor repairs, e.g. plumbing, electrical, heating/cooling
- Self-motivated and capable of working independently with an excellent attention to detail regarding cleanliness.
- Ability and willingness to perform manual physical labour (be able to move 45 – 50 lbs.) both indoors and outdoors.
- Ability and willingness to work flexible working hours based on event schedules, including weekends and evenings.
- English communication skills both oral and written are an asset.

Verger (Custodian) – St. Timothy's Anglican Church, Agincourt

A police record check as deemed suitable by the Diocese of Toronto will be required of the successful candidate. Work in this position will be conducted in accordance with all applicable laws and diocesan and parish policies, particularly the Diocese of Toronto's Sexual Misconduct and Screening Policies. Failure to comply with these laws and policies, including the duty to act honestly, will constitute cause for termination.

The successful candidate will receive, with signature required, an employment agreement with The Parish of St. Timothy's Anglican Church, Agincourt. This agreement will contain a comprehensive list of duties and time schedule for maintenance/special cleanings.

The application deadline is December 12th, 2025. Only those selected for an interview will be contacted in January 2026.

***Please email your resume along with a cover letter to office@sttims.ca and reference the job title in the subject line of your email.**