

Position: **Caretaker**

(Part time / hourly – Approximately 26-27 hours/week)

Jubilee United Church is a congregation of The United Church of Canada based in Burnaby (our plant was formerly known as South Burnaby United Church). Our physical plant consists of two buildings on the same lot. We are an inclusive organization and therefore Indigenous and Aboriginal applicants as well as members of historically marginalized communities are encouraged to apply (including and not limited to: race, colour, religion, national origin, sex or gender, physical or mental disability, age, LGBTQ+). We are seeking someone who will positively and collaboratively contribute to the team we are continuing to create. For more information about the church see <<www.jubilee-uc.ca>>

This position will be responsible to:

- provide cleaning services to maintain the Church premises including vacuuming, dusting, polishing, washing, disinfecting, garbage & recycling removal
- offer all-season exterior grounds maintenance
 - cut grass, clear snow, other minor gardening as needed
- provide assistance to user groups including set up and take down of tables and chairs for events
- perform minor building maintenance
- maintain supply cupboards and identify restocking requirements
- identify and report facility problems
- act as liaison to external contractors (as required)
- perform other duties as required

Position Core Competencies

- Knowledge of standard cleaning procedures, products and equipment
- Ability to
 - perform minor maintenance and repair tasks
 - lift or move furniture and equipment in a safe manner (approximately 40 pounds on an ongoing basis)
 - work safely on ladders
 - read and understand labels and instructions
 - work independently

Attributes

- Effective decision making, problem solving, time management and communication skills
- Respect towards others
- Honesty, trustworthiness, and a sound work ethic
- Multi-cultural awareness and sensitivity
- Ability to be flexible

As a member of the core staff team at Jubilee United Church you will be a representative of the church to internal and external user groups. All employees are expected to share in preserving and enhancing the church's image and reputation of integrity, credibility, and honesty.

Work is primarily in the AM Sunday to Thursday.

Complete a Criminal Record Check (Level 2 Vulnerable Sector) will be required
WHMIS certificate an asset

Detailed job description available upon request.

Only those considered for employment will be contacted.

Please submit your expression of interest, cover letter and resume to work@jubilee-uc.ca

Church Caretaker – Jubilee United Church Position Description

General:

The caretaker is responsible for maintaining the ongoing cleanliness and tidiness of all church premises. The caretaker works in close cooperation with the Ministry Staff, Office Administrator and Administration Working Group to ensure that the buildings and equipment are in good working order. During working hours, the caretaker may be required to set up for congregational events, and for some user groups. Beyond these duties, there may be others as assigned. The caretaker will help to determine exactly how this position will evolve.

There are a variety of duties to this position, including the following.

Custodial Support:

Daily:

- Check of all washrooms, restocking of paper products, and cleaning to meet Health Department standards:
 - Note: The Montessori preschool and daycare staff who operate onsite are responsible for cleaning their own rooms and also the women's washroom used by the children during the week when they are on premises;

Weekly:

- Weekly dusting, vacuuming or mopping, etc. of all areas in the church, (e.g., entrances, hallways, Sanctuary, Study, Office, Choir Room, June Burritt Lounge, Hall, Sam Doan Room etc.);
- Weekly cleaning of hall kitchen, including the refrigerator;
- Weekly cleaning of the Thrift Shop area;

Seasonally:

- Major seasonal cleanings (e.g., Washing windows, waxing floors, cleaning light fixtures, etc.). Where appropriate and possible members of the congregation will be requested to assist in these jobs;

Occasionally

- Additional cleaning may be required from time to time after special functions, although it is normally expected that the user groups will leave the premises as they found them;
- Maintain supply cupboards and identify restocking requirements
- All other duties related to general cleaning (removal of curtains for cleaning, snow removal, garbage and recycling removal etc.);

Congregational Support:

Sunday Morning:

- be responsible for Sunday morning support (e.g., bathroom cleaning, tidying, setting up for fellowship time, putting out bulletins, and some worship set up, etc.). There is a more detailed outline for these responsibilities available.

Volunteer Support:

- offer support to congregational ministry and mission activities (e.g., Thrift Shop, Community Lunch, sandwich making, and future ministries etc.) as requested by the church and by those groups;
 - Bags for the Thrift Shop that are left at back door of the church are to be transported down to bins in lower hall. Arranging for unsuitable items to be picked up by outside charities.
- be responsible for setting up and cleaning after events of a general congregational nature. If these events take place on a weekend (e.g. pancake breakfast, Burns dinner), as much preparation as possible shall be done during regular working hours prior to the weekend.

Property Maintenance:

Daily:

- make minor repairs, small renovations and touch-ups, as time permits;

Seasonally:

- operate the furnaces, boilers and Air Conditioner Unit and maintain adequate temperature for all functions;
- complete outside yard work for buildings as required including: lawn mowing, trimming of bushes and trees where feasible, maintaining and watering garden areas, flower planters, snow removal as needed, etc.;

The caretaker will respond to information from and work closely with Administration Working Group regarding planned and urgent maintenance.

Building Use Support:

The caretaker will:

- do a security check each morning to ensure that lights, heat, taps, etc. have been turned off by groups that have used the facility the previous night. Report any discrepancies to Office Administrator. They will also check that equipment is turned off and secured after usage by the congregation and other user groups;
- ensure that non-congregational groups using the facilities evenings and weekends, will as expected, set up and replace tables, chairs, etc., according to their needs. The caretaker will assist congregational groups through prior arrangement;

The caretaker may be approached, on a fee for service basis set by the Transitional Council, for additional congregational events and for weddings, funerals and memorials.

There will be other duties assigned.

Working Hours:

The normal working hours are:

- Sunday 0800-1200
 - Monday 0700-1300
 - Tuesday 0800-1400
 - Wednesday 0800-1400
 - Thursday 0830-1500
 - Friday Off
 - Saturday Off
- for a total of 26.5 hours

NB: Monday through Thursday include a ½ hour unpaid meal break

Annual vacation entitlement: 1 week after the first 6 months, 2 weeks after the first year, 3 weeks after 3 years of continuous service.

Benefits: 1 sick day per month – not to be carried forward to the next year
Benefits as determined by United Church guidelines

Salary: current

- There will be a 3 month probation and performance reviews after 6, 12, and 18 months, at which time the caretaker will be on the annual review cycle of the church. The performance review may or may not include a salary review.

Lines of Accountability:

- The caretaker is primarily responsible to the Lead Minister for overall matters as detailed in this job description and for day-to-day needs and supervision.
- The caretaker will work closely with the Administration Working Group for matters that pertain to the physical plant.
- The Caretaker will have direct access to the Ministry and Personnel (M&P) Committee for matters pertaining to employment and to the Transitional Council (through M&P) to whom this position is ultimately accountable.
- On a daily basis the caretaker works closely in a team relationship with Ministry Staff, the Church Administrator, other staff, and church volunteers.
- The caretaker is expected to attend staff meetings.