

**Church Caretaker Job Posting**

**Summary**

Shaughnessy Heights United Church in Vancouver is seeking an individual who will provide cleaning, regular custodial servicing, and coordinate maintenance of the church building and grounds. This person will be passionate about caring for our building.

This is a part-time position: an average of 20-25 hours per week, from Tuesday to Saturday, inclusive. This position will report to the Coordinating Minister.

**Who We Are**

Shaughnessy Heights United Church (SHUC) is a community of faith of The United Church of Canada. We host a wide variety of communities in our building including a daycare, a second congregation and many recreation and social groups.

We are a vibrant community exploring faith, seeking justice, and living with respect in creation. SHUC is in the Affirming ministries education process and an equal opportunity employer.

**Primary Duties and Responsibilities:**

* Ensure the facility and grounds are clean and in good repair at all times.
* Dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
* Organize, implement and maintain weekly, monthly and annual cleaning and maintenance schedules.
* Implement and maintain schedules for all building systems including but not limited to HVAC, Fire/Emergency, Plumbing, Electrical, Lighting, etc.
* Liaise with the Office Administrator and Property and Maintenance committee
* Welcome and orient tradespeople and companies providing larger repairs and services.
* Identify tasks that require repair and arrange for providers to do that work.
* Perform light to medium physical duties and be able to lift a load up to 40 pounds.
* Other tasks as assigned by the Coordinating Minister and Office Administrator.

**Experience & Skills Required**

The successful candidate will have:

* 3 – 5 years experience with cleaning, custodial service, and coordinating maintenance
* Organizational skills and ability to follow-through on tasks and feedback
* Initiative
* Ability to work with staff and volunteers in a team atmosphere
* Good verbal English language skills

The SHUC caretaker must:

* Have a clean criminal record,
* Be legally eligible to work in Canada, and
* Adhere to our COVID vaccination, scent-free and bullying and harassment policies

**Location:** Vancouver, BC

**Start Date:**October 2022

**TO APPLY**please send a PDF copy of your cover letter and resume to

Ministry & Personnel committee

Shaughnessy Height United Church

1550 W 33rd Ave, Vancouver, BC V6M 1A7

Email: [admin@shuc.ca](mailto:hr@taibuchc.ca)

No telephone inquiries. SHUC thanks all applicants for their interest. However, only those persons selected for an interview will be contacted.

Shaughnessy Heights United Church is an equal opportunity employer and we welcome applications from members of equity seeking groups. If you require accommodation for a disability in the application process, please add this information to your cover letter.