



## Shaughnessy Heights United Church

### **Church Host Position**

#### **Summary**

Shaughnessy Heights United Church (SHUC) is seeking part time individuals who will assist our community in fulfilling host, security and some basic caretaker duties in the evenings.

You represent our church in the way you carry out your duties. You will come in contact with a diverse group of organizations that rely on our space to conduct their activities - and we welcome them into our midst. Many have been with us for years and rely on our continued support and assistance. This person will be passionate about our community and caring for our building.

#### **Who We Are**

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.

SHUC 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.

#### **Primary Duties and Responsibilities:**

- Welcome renters and users of the church to the building;
- Set-up and take down of tables and chairs for users;
- Ensure only authorized users are in the building;
- Maintain security of the building by regular security walks and ensuring all doors and windows are locked at the end of the shift;
- Basic housekeeping tasks: bathroom touch ups, ensure recycling is organized and ready for pick up, garbage cans are emptied; and
- Complete miscellaneous duties that may include vacuuming, inside window cleaning.

### **Working Arrangement**

- A team of 2-4 hosts will be scheduled by the Office Administrator
- Shifts are 6 to 10 pm. Hosts are expected to commit to at least one evening shift per week.
- This position is accountable to and receives work direction from the Office Administrator
- Anticipated start date is Sept 04, 2023

### **Salary**

- This position has a starting wage of \$18 per hour.
- This is a contract position so there will be no deductions

### **Experience & Skills Required**

The successful candidate will:

- Be responsible and reliable;
  - Have organizational skills and ability to follow-through on tasks and feedback;
  - Be willing and able to work with staff and volunteers in a team atmosphere; and
  - Have good verbal English language skills.
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- First Aid skills would be an asset, but not required.

### **How to Apply**

Send a letter and resume to our Office Administrator at [admin@shuc.ca](mailto:admin@shuc.ca). No telephone inquiries, please. SHUC thanks all applicants for their interest. However, only those persons selected for an interview will be contacted.

The successful candidate will be expected to provide a clean criminal record and vulnerable sector check and to comply with the SHUC COVID-19 Mandatory Vaccine Policy.