

THE ARK CHRISTIAN COMMUNITY CHURCH (TACCC)
2250 DENISON STREET, MARKHAM, ONTARIO. L3S 1E9
TEL: 905-946-1725

Role: The Church Facilities Caretaker is responsible for ensuring the church building and surrounding property are clean, safe, and well-maintained. This role includes routine cleaning, minor maintenance, basic repairs, and general oversight of the church facilities to ensure they are presentable and functional for worship services, events, and daily use.

Reports To: BOM Chairperson/Facilities Manager

Employment Type: Full-time

Work Schedule: Flexible, may include evenings and weekends

PRINCIPAL RESPONSIBILITIES INCLUDE:

1) Cleaning & Maintenance

- Responsible for the cleaning (Sweep, mop, vacuum, and dust all interior spaces...) and vacuuming of the church premises.
- To ensure that the toilets are kept clean, tidy and in a hygienic condition and are supplied with all necessary toilet requisites (toilet roll, hand soap and hand paper towels etc.) at all times
- Ensure adequate inventory of toilet requisites.
- Ensure waste is disposed of correctly and all garbage bins are put out for collection when required; Recycle any waste where possible
- Washing windows and other glass surfaces.
- Conducting deep cleaning seasonally or as needed, such as carpet cleaning or waxing floors.

2) Activity Preparation

- Open and close the church building at the times required
- Check the list of facility users in advance to ensure adequate room is available including room setups.
- For special events that are held in the church premises (e.g. sanctuary, gymnasium, chapel), ensure all setups are adequate and clean ups are performed after the events.
- Turn on lights and manage temperature control where required
- On exiting the premises ensure all windows and doors are locked as appropriate. Ensuring the building is secure for the night (setting alarms)

3) Minor Maintenance

- Perform minor repairs (e.g., fixing leaky faucets, replacing light bulbs, patching small holes in walls...)
- Troubleshoot basic electrical, plumbing, and HVAC issues before escalating to professionals
- Maintain tools and equipment used in maintenance tasks
- Conduct regular inspections of facilities to identify needed repairs

4) Grounds Maintenance

- Ensure the church grounds (includes parking lot) are kept clean and tidy – cutting and water the grass, hedges, weed killing and trimming grass verges when and where is necessary.
- Responsible for clearing out all drains on church grounds and sweeping up leaves
- Ensuring the church grounds (includes parking lot) are maintained to a high standard and bringing maintenance requirements to the attention of the Board of Manager – Facilities Manager.
- Remove snow as required from walkways, in conjunction with contracted snow removal services

Note: The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Staff members are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of a staff member's job, the Job description will be amended to reflect this.

5) Safety

- Monitor for safety hazards and report or correct them promptly
- Maintain emergency lighting, fire extinguishers, and other safety equipment
- Health and safety training may be required

Knowledge and Related Experience/Requirement:

- Awareness and understanding of working within a church environment
- Reliable with a flexible approach to working as part of a team
- Strong interpersonal skills and experience of dealing with the congregation
- Some setup tasks may involve reasonable lifting.
- Willing to be reasonably flexible in relation to working hours
- Willing to undertake job related training if required
- Ability to take direction as appropriate
- Working knowledge of English, Cantonese/Mandarin is preferred

Hours: 4 to 10pm

Days: 5.5 days/ week (Sat & Sunday evening important), consider clean up after long term rentals