

Property Care Staff

Beach United Church (BUC) seeks an individual to be part of our Property Care team who provide building cleaning and support rental and church events in the building.

This is an occasional, part-time position working from 8-14 hours per week mostly on evenings and weekends. Shifts will be between 3-8 hours, and the schedule will vary from week to week. Salary: \$23.00 per hour

Duties and Responsibilities

- Complete cleaning duties as assigned
- Prepare rooms for scheduled events, for example, by setting up tables, chairs, equipment, as required
- Unlock doors and open the facilities to admit event organizers and guests
- Set up Audio-Visual equipment, as needed
- Assess and respond to urgent clean-ups, facility issues, safety concerns, and report these to the Property Manager
- Understand and follow emergency procedures and protocols
- Follow designated lock-up procedures
- Check church calendar regularly regarding shift assignments and tasks outlined
- Provide a shift report to the Property Manager for each shift completed
- Maintain confidentiality with all church information
- Other duties, as assigned

Qualifications

- Previous experience with keeping a building(s) clean and presentable
- Abilities in computer applications for workplace, audio-visual equipment, Wi-Fi, and the ability to learn new apps and technology
- Proven success interacting with customers of the organization
- Self-starter and organized
- Ability to work independently and as a member of a team
- Problem solver and has good judgement on when to ask for guidance

Job Requirements

- Ability to move around the building quickly
- Ability to stack and move chairs, move tables, equipment, supplies
- Capable of handling urgent clean-ups
- Able to work outdoors maintaining the property, e.g., snow removal
- Vaccination for Covid-19 required.
- Police records check for the vulnerable sector required.

About Beach United Church

Beach United Church in the Beaches neighbourhood of Toronto is a progressive community hub. In addition to providing spiritual development and worship services typical of church communities, we support a wide range of activities related to environmental, social justice, and community issues. These activities include concerts and musical performances, food and housing security services, and camps and programs for children.

Our vision is of a church that engages people to find increased meaning in their lives, develop a stronger sense of community, and engage in projects in which they can have a meaningful impact.

The modern, flexible church building at 140 Wineva is environmentally sensitive and accommodates a wide range of uses. Extensive rental access is provided to community groups whose purpose broadly aligns with the values and mission of Beach United Church.

BUC is an open, equity-supporting church and employer. We welcome applications from all interested persons holding the qualifications outlined. Our building is fully accessible.

Applications

Applications should include a resume and a cover letter indicating the position for which you are applying. We thank all those who apply but regret that we may only be able to reply to those who are being called for an interview.