



SCOPE OF WORK

BACKGROUND

The West Toronto Church of God is affiliated with the Church of God in Cleveland TN. Since its inception in 1968, the church has maintained a passion for the community and has taken progressive steps to ensure that it impacts the surrounding neighborhoods and the wider city.

Mission Statement

To transform our community, by the grace of God.

Vision Statement

To be a healthy growing church mobilized in the ministry for community transformation.

Reporting to the Director of Operations & Strategic Development, we are seeking an experience individual to fill the role of:

Position: Church Custodian, Safety & Security Officer (Contract)

- General provision of custodial/security services to the West Toronto Church of God for the maintenance of the building, its premises and the facilities within, keeping them safe and clean according to industry standards.

JOB DIMENSIONS

- The incumbent will periodically do building inspection as directed by the Operations & Strategic Development Department. Additionally, he/she will ensure that members concerns and issues relating to custodial/Security duties are recorded to be brought to the attention of the Church's Administration for corrective measure/action to be taken.
- Effective management of Church's property
- Keep accurate records of the Church's inventory relating to his/her job functions
- Keep the Operations & Strategic Development Director informed of any potential issue that may arise and affect the general operations of the Church
- Be on call and should be available for emergency responses in a timely manner
- Provide security patrol of the premises
- Must be available to provide services for church and other events

Background/Education/Special Skills Required

- Proven experience as custodian, janitor, landscaping & security or in a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Certification as a security guard (optional)
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Very good physical condition and strength
- Up-to-date on OSHA practices regarding a clean and healthy work environment
- Clear communicator - one-on-one and in group settings
- Active listener - ability to follow directions



- High school diploma is preferred but not required

Key Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Ability to multitask autonomously

Interested candidates may submit your resume to info@westtoronto.org with Custodial Services in the subject line, no later than August 12, 2022. Only candidates considered for an interview will be contacted.

Candidates must be legally able to work in Canada.