



Job Vacancy: CHURCH CUSTODIAN

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.

Position: Church Custodian

Overview: General provision of custodial 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.

Reporting Directly To: The Board of Directors – Director of Operations & Administration and on a dotted line to the Senior Pastor and his/her designate

Work Schedule/Hours of Work: Part-Time/On-Call at least 15 hours per week. Work will include weekends and evening hours.

Rate of Pay: TBD

Location: 1655 Wilson Ave., Toronto, ON

Responsibilities and Authority

- The incumbent will periodically do building inspection as directed by the Operations & Administration Department. Additionally, he/she will ensure that members' concerns and issues relating to custodial 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.
- Proactively inform the Operations & Administration Director and or Senior Pastor 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.
- Must be available to open/close/be on-site at the church building for services and other special events.
- Attend and Participate in Operations meetings and or church meetings as required.



Background/Education/Special Skills Required

- Proven experience as custodian, janitor, landscaping or in a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe handling, transportation, storage and disposal of chemical liquids and other hazardous components
- Ability to stand for extended periods, walk, bend, reach and lift up to 50 lbs.
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- 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 and problem solve autonomously

Interested candidates may submit your resume to: operations@westtoronto.org with **Custodial Services** in the subject line or hand delivered to the Church's Main Office no later than **October 31, 2024**. Only candidates considered for an interview will be contacted.

***Must be legally entitled to work in Canada.**

A criminal background check will be required of the successful applicant.

Post: 2024 October 10

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