



## Property Assistant

Little Trinity Church is looking for a friendly, handy and reliable individual to take responsibility for the care of our building and parishioners while offering a friendly environment for our Sunday evening services.

Reports To: Weekly activities will be supervised by the Facility Manager.

Position Purpose: To ensure the safety of the building and parishioners, offering a welcoming space for all. There is a small component of cleaning & facility maintenance for the building and grounds.

Hours: Sunday Evenings, Five (5) hours per day, some additional hours will be required to cover for vacation/illness that would include Sunday mornings and the occasional event booking (will be additionally compensated)

Responsibilities: This role includes the following responsibilities. Other duties may be assigned as needed.

Cleaning – Final evening cleaning of washrooms, kitchen, (Parish Hall), & entrance - Sanctuary - As needed cleaning (winter floor cleaning) Cleaning responsibilities are seasonally determined with periods of rotated tasks – A more detailed cleaning schedule to be developed with supervisor

Building Operations and Maintenance - Identify and complete property maintenance tasks, such as small snow removal and salt of front steps if needed, assisting parishioners to transport in the lift, ensuring the security of bldg. spaces when doors are open to public- Alert supervisor of larger repair tasks requiring attention - Open and close the building and prepare the space for rentals (i.e. set up tables and chairs) - Ensure cleaning and maintenance supplies are well-stocked and monitor equipment for maintenance and repair

Relational - Be welcoming and friendly to all space users, neighbors and church community members – service of coffee/tea and small snack at the end of each service.

Other Requirements - Police reference check required as standard policy of the Anglican Diocese of Toronto - Casual lifting up to 50lbs

Job Types: Permanent, Part-time hours: 5hrs per week

Rate Per Hour \$25