

**JOB TITLE:** Casual Caretaker  
**Hourly rate:** As per current salary grid  
**PROBATIONARY PERIOD:** 3 months

**Scope**

- Ensure that the UCV campus is maintained at a level of excellence that meets all health and safety standards, and that provides for comfortable use of the facilities by congregants, visitors and renters;
- Provide pleasant and cooperative customer service to congregants, visitors and renters;
- Ensure proper security of the premises;
- Set up and strike rooms, office and Sanctuary space as necessary based on information provided by office staff, Minister and Lay Chaplains;
- Take steps to conserve energy;
- Work as part of a team with the office staff and volunteers, contributing to a harmonious and efficient work environment.

**Duties**

**Security:**

- Open the facility and room(s) required.
- Ensure the facility is used appropriately by rental groups as per the instruction of the office staff.
- Provide security for the event at all entrances. Do occasional parking lot checks.
- Complete and submit incident and/or damage reports to office staff as necessary.
- Contact the police department, fire department, or ambulance service as necessary.
- Secure the entire facility before leaving.

**Set up and strike for events and services:**

- Check for any instructions from the Office Assistant prior to each event regarding any specific needs or requests.
- When scheduled on Sundays, follow “Sunday Caretaker Duties” routine.
- Meet and greet rental groups, review arrangements, and take the necessary steps to ensure that their expectations are met.
- Set up tables, chairs, microphones, projectors, etc. as required by the users.
- Set up the basic sound system when required.
- Strike set-ups after users have departed.
- Ensure items used by congregants and renters are returned and stored appropriately.
- Ensure that s/he can be easily and quickly located by users during the rental period, and be available to provide assistance during the event/period of use, e.g. use of kitchen equipment.
- Ensure the facility is returned to its “at rest” position by the end of the shift.

**Janitorial:**

- Beginning of shift: Ensure kitchen and washrooms are clean and tidy, supplies replenished, and garbage removed. Follow UCV cleaning procedures and guidelines.
- End of shift: Clean and tidy kitchen and washrooms, remove garbage, spot clean and dry mop floors and vacuum carpets in all areas that were in use. (Exceptions: final Sunday and Thursday shifts). Follow UCV cleaning procedures and guidelines.
- Launder cleaning materials, kitchen linens and tablecloths according to the UCV laundry procedures.
- Monitor usage and levels of janitorial and bathroom supplies and advise office staff when replacements are needed.

**Grounds work and routine maintenance:**

- As needed, clear walkways (e.g. leaves and snow), and apply de-icer to ensure safety.
- Regularly inspect the grounds and facilities for signs of damage, decay, forced entry, etc. and report to office staff as necessary.
- Ensure that garbage, recyclables, and compost are sorted and disposed of properly and in accordance with city by-laws.
- Ensure that on-site gardens, trees, and other vegetation are watered regularly.
- Conduct basic repairs as necessary and perform routine maintenance tasks identified on the UCV maintenance plan (clearing gutters of leaves and debris, cleaning kitchen appliances, disinfecting furniture, etc).
- Perform other jobs as directed by the Congregational Administrator and/or Office Assistant.

**Please note:** It is expected that caretakers will perform janitorial and periodic tasks throughout the shift.

**Responsibility**

This position reports to the Congregational Administrator.

**Qualifications**

- Community College diploma in janitorial work, or equivalent training and/or work experience
- Experience in a non profit or volunteer driven environment

**Skills & attributes**

- Physically fit and able
- Organized and self-motivated with demonstrated ability to self-direct
- Ability to take direction
- Thoroughness and strong attention to detail
- Adaptable and flexible
- Professional demeanour and appearance
- Good interpersonal skills: polite and congenial
- Effective communication skills
- Works well with others
- Acts in a manner consistent with the mission and vision of UCV