

Job posting for Toronto Christian Community Church



Toronto Christian Community Church | 100 Acadia Avenue Markham ON L3R 5A2

e: hradmin@tccc.ca | w: tccc.ca

p: 905.477.7533

Church Superintendent

Type of Employment: Full-time (40 hrs per week)

Duration: One Year Contract

Shift Information: Monday to Sunday (Day & Shift)

Reports to: Administrative Manager

Position Description

The Toronto Christian Community Church is a multilingual church. The Church Superintendent will be responsible for custodial duties, maintenance, minor repairs of the building and provide work direction to custodial staff.

Key Responsibilities

1. CUSTODIAL DUTIES:

- Provide custodial services, including setup and take-down of tables and chairs according to the church event calendar.
- Weekly sweeping of the entrance interior and exterior porch.
- Monitor and replenish supplies in washrooms, conducting thorough cleaning twice weekly.
- Bi-monthly sweeping/vacuuming of the kitchen and living/dining areas.
- Bi-monthly thorough cleaning of the kitchen.
- Semi-annual sweeping of the basement and garage.
- Monitor the overall condition and promptly report any deficiencies to the office.
- Replace burnt-out lights as required.
- Make minor repairs if capable

2. MAINTENANCE, MINOR REPAIRS, AND OUTSIDE WORK:

- Advise the office of any needed repairs to pews, kneelers, etc., and make repairs if capable.
- Regularly check all lights inside and outside the premises, replace as needed, and call an electrician when required.
- Ongoing maintenance of church property, including lawns, shrub beds, parking surfaces, walkways, and entrances, addressing any garbage or debris.

- Coordinate with outside contractors/service providers as necessary (fire alarm testing, fire safety inspection, snow maintenance, landscaping, electrical, mechanical, architectural, etc.).
- Perform all other related duties as assigned.
- Maintain the aesthetics of shrub beds at the church's main entrance by removing weeds, dead limbs, and debris.

3. ADMINISTRATIVE:

- Plan, prioritize and organize work requirements
- Provide work direction for custodial staff
- Motivate and encourage team

Qualifications:

- Experience in custodial cleaning
- Knowledge of floor maintenance, such as experience in high-speed buffing, stripping, and waxing
- Complete minor repairs, projects and maintenance e.g., paint touch-up, light changes, minor plumbing repairs.
- Ability to coordinate completion of tasks in a timely manner.
- Capable of working with minimal supervision.
- Physical ability to fulfill work requirements (i.e., lifting, heights)
- WHMIS training is an asset
- Committed to work as an active team member in a Christian environment
- Enjoyment of people and serving others
- Fully qualified driver's license, preferred.
- Strong values with a growth mindset and energetic attitude
- Self-motivated, willing to take responsibility for actions and work
- Speak English. Asset to speak Cantonese and/ Mandarin

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

Human Resources
 Toronto Christian Community Church
 100 Acadia Ave, Markham, L3R 5A2
 Email: hradmin@tccc.ca
 Webpage: tccc.ca

Deadline for applications: April 30, 2024

We thank all applicants, however, only those considered for an interview will be contacted.