

St. Andrew's Presbyterian Church  
Kitchener, Ontario

**Position Available**

**Maintenance Custodian**

**The Position:**

The Maintenance Custodian is, as part of a team, responsible for the repair and maintenance of the church buildings, and its extended properties, including 11 Roy St. and 68 Queen Street North. Approximately 20 hours per week with flexible hours and able to work occasional weekends for vacation and illness relief.

**Nature and Scope:**

St. Andrew's is a large vibrant church in the heart of downtown Kitchener. It employs a small complement of custodial staff. This position integrates both knowledge of, and appreciation for the maintenance and repair requirements of the buildings and the ability to take part in maintenance and cleaning operations when required to ensure the vitality of the physical plant of the church.

**Functional Responsibilities:**

- Minor plumbing repairs (toilets , sinks, taps, leaks & replacement)
- Minor electrical repairs (lights , ballasts, fixture replacements ),
- Mechanical repairs (belts, bearings, HVAC repairs )
- Carpentry repairs (doors, pews, shelves, windows )
- Drywall work (walls, ceilings, repairs & installation & painting)
- Other minor repairs as required
- Cross-trained to perform other maintenance and cleaning jobs for vacation and sickness coverage
- Ensure safety and security on church properties, and for a safe work environment
- Other duties as assigned

**Qualifications:**

- Proved General and/or specific knowledge of plumbing, electrical and mechanical repairs and carpentry work
- Proven general (basic) knowledge of HVAC systems
- Demonstrated solid interpersonal and communication skills
- Ability to work with others including staff members, colleagues, superiors, and volunteer leaders within the church
- Legally able to work in Canada
- Provide an acceptable recent Police Records Check
- Current Drivers License and access to a vehicle an asset
- Willingness to learn various skills, as required from time to time

- Familiarity, understanding and respect for the functionality of a large, vibrant, growing church
- Physically able to handle some demanding tasks in and around the church

Interested applicants, please forward a resume and cover letter by Nov. 20/17 to:

e-mail: [humanresources@standrewskw.com](mailto:humanresources@standrewskw.com)

Fax: 519-578-6730

Mail: St. Andrew's Presbyterian Church  
54 Queen Street North  
Kitchener, ON N2H 2H2  
Attn: Human Resources Committee