



All Saints' Anglican Church

Incumbent - The Reverend Dr. Michael Peterson CD

Church Property Manager Position Description

Part-Time Position hours to be negotiated

Reporting to

- Property Warden
- Office Manager

Purpose of Position

The Property manager is responsible for maintaining the cleanliness, appearance, and security of all church buildings and surrounding grounds to the highest possible standard. The manager also coordinates with outside trades and purchasing within the budget parameters. All activities associated with this position must be achieved in a manner consistent with the parish mission statement, goals and objectives, and all Diocese of Toronto policies and practices.

Job Responsibilities

- **Cleaning:** Keep all entrances, washrooms, church, and parish hall clean each week. Vacuum, sweep, mop, dust as appropriate. Ensure bathrooms have adequate supplies and are clean and sanitary. Clean and disinfect the kitchen and ensure appropriate supplies.
- **Trash and Recycling:** Collect and empty trash, recycling, and composting for disposal in the appropriate manner.
- **Monitoring:** Monitor heating, cooling, air filters, dehumidifiers.
- **Set-Up:** Set up for church activities and rentals as directed by the Church Office manager/incumbent
- **Repairs:** Perform general handyman repairs to all facilities and equipment as skill allows and coordinates the outsourcing of repairs and other trades as approved by the Property Warden
- **Purchasing:** Purchase materials necessary for cleaning, light bulbs, grounds as permitted by the annual budget.
- **Grounds Maintenance:** Cut and trim lawns of the church and rectory, remove snow from ramps and entrances, and coordinate snow plough removal.
- **Weddings and Funerals:** These events are billed a flat rate. Duties vary but include opening the building, set up, cleaning, and securing the building at the end of the event.

Required Skills and Experience

To perform this job successfully, an individual must be able to perform each essential duty successfully. The candidate must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom they will be working.

Physical Demands

The candidate must possess the physical and sensory ability necessary to safely and successfully perform all essential job functions and responsibilities, including the ability to work with power tools, climb steps and ladders, as well as bend, push, and pull. The ability to carry and move objects and lift up to 50 lbs is also required.

Background Check

Candidates for this position must complete a required background check to ensure the safety and security of the church community and its facilities. This background check will cover criminal history, previous employment, and references.

Interested candidates should submit their resume to All Saints Church, 32 Elgin St, Collingwood or email to allsaintschurch@bmts.com indicating the position of Property Coordinator in the subject line.

Compensation includes hourly wage, eligible for diocese benefit package