

ST. GEORGE PARISH MAINTENANCE MANAGER ROLE DESCRIPTION

The Maintenance Manager plays a very important role in the life of the parish family. St. George Parish has a wonderful facility for prayer, meetings, community events and programs. For all of these to take place the physical plant needs to be clean, welcoming and set up for each activity.

The Maintenance Manager position is a full time Monday to Friday position (which may include weekend work due to events/maintenance work) and compensation will be according to Diocesan guidelines.

Reports to: Pastor

General Responsibilities

- Day to day maintenance, repairs and cleaning of the worship space, narthex, meeting rooms, washrooms, parish hall and hall kitchen
- Set up/tear down of facilities for various events, activities and meetings
- Maintain health and safety standards of all facilities
- Lawn cutting/snow shoveling and all outdoor care
- Coordinate with contractors for repairs and maintenance (electrical/plumbing etc.)
- Maintain and update the Fire Safety Plan
- Maintain supplies and coordinate the parish storage areas
- Coordinate and support parish volunteers who assist in care of the parish facilities
- Maintain logs for maintenance and safety systems
- Attend staff meetings

Qualifications

- Friendly personality – enjoys working with people of all ages and backgrounds.
- Dedication and commitment is a must.
- Experience in general maintenance, painting and repairs.
- Experience in using maintenance equipment (lawn mower, snow blower, buffers, etc.)
- Experience with various cleaning products.
- Minor computer skills.

Accountability

- Accountable to the Pastor in the exercise of his/her gifts on behalf of the parish community.
- To the Diocese of London in accordance with its established policies and procedures.

Parish Responsibilities

- The provision of salary and benefits as stated in the *Personnel Policy Manual (2006)*, in accordance to the annual diocesan salary guidelines.
- The provision of office space and supplies.
- The provision for training support and resources as needed.

PLEASE SEND YOUR APPLICATIONS TO:

Hiring Committee – Maintenance Manager

St. George Parish

1164 Commissioners Rd. W.

London, Ontario N6K 1C7 or e-mail to Fr. John Jasica – jjasica@dol.ca

Please include:

- An up to date resume
- 3 references

THE APPLICATION DEADLINE IS FRIDAY JULY 27, 2018