

Assistant Property Superintendent (Part-Time)

Kingsway-Lambton United Church

Toronto, Ontario

On-Site | Minimum 20 Hours per Week

Compensation - \$18.00 - \$19.50 per hour (based on experience), health & dental benefits and pension plan through the United Church of Canada.

About the Role

Kingsway-Lambton United Church is seeking a reliable and proactive **Assistant Property Superintendent** to join our Property Team. Reporting to the Property Superintendent, you will play an important role in maintaining a clean, safe, and welcoming environment for congregants, staff, visitors, and community groups who use our facilities.

This position supports the day-to-day operation of the church building and grounds, helping prepare spaces for worship services, meetings, and events while ensuring the facility is well maintained throughout the year. The successful candidate will work as part of a three-person property team and may be required to provide coverage for team members during vacations or absences. Flexibility is required, as occasional weekends, evening, and short-notice shifts may be necessary to support church events and facility operations

Key Responsibilities

- Maintain high standards of cleanliness throughout the church, with particular attention to washrooms, kitchens, common areas, and meeting rooms.
- Assist with preparing the church for Sunday worship services and other church activities.
- Set up and tear down rooms and meeting spaces for church groups, members, and facility renters as required and in line with specifications.
- Perform outdoor maintenance, including lawn care, snow removal, and seasonal clean-up.
- Operate cleaning and maintenance equipment safely and effectively.
- Undertake small repairs to the building as well as general upgrades such as painting, etc.
- Support events held at the church, including weddings, funerals, congregational gatherings, and community activities.
- Always follow health and safety standards and emergency procedures
- Communicate effectively with the Property Superintendent and church staff regarding building operations and facility needs.

Qualifications and Experience

The ideal candidate will:

- Have at least one year of experience cleaning and maintaining a commercial, institutional, or similar building.
- Demonstrate attention to detail and a commitment to high standards of cleanliness and maintenance.
- Be able to work independently and make sound decisions when required.
- Possess strong interpersonal and communication skills and work well with staff, volunteers, congregation members, guests, and renters.
- Be resourceful, dependable, organized, and able to manage multiple responsibilities.
- Be able to read, write, and speak English effectively.
- Live within approximately 20 to 25 minutes of the church.
- Be legally eligible to work in Canada, including the ability to occasionally work up to 40 hours per week to provide coverage when needed.
- Provide a satisfactory Police Records Check upon hire and every three years thereafter.

Physical Requirements

This role involves active physical work and requires the ability to:

- Lift, push, pull, and move equipment and supplies weighing up to 50 lbs.
- Operate cleaning equipment.
- Climb extension and step ladders.
- Frequently stand, walk, bend, reach, and navigate stairs throughout the day.
- Work safely in a multi-level building. Certification for working at heights is considered an asset.
- Perform duties requiring sufficient vision and hearing, with or without assistive devices.

Work Schedule and Environment

- This is an on-site position with a minimum commitment of 20 hours per week.
- Flexibility is required, as occasional weekends, evening, and short-notice shifts may be necessary to support church events and facility operations.
- The successful candidate will work as part of a three-person property team and may be required to provide coverage for team members during vacations or absences.
- Vacation time cannot be scheduled during key church seasons and major events, including Christmas, Easter, and other significant church functions.

Why Join Us?

This is an opportunity to contribute to a welcoming and active church community while helping ensure that our facilities remain safe, clean, and ready to support worship, community programs, and special events throughout the year.

How to Apply

Please submit your resume and a brief cover letter outlining your experience and interest in the position using the following link: <https://www.fitzii.com/apply/100458?s=c4>

Kingsway-Lambton United Church is committed to fostering an inclusive, respectful, and welcoming workplace. We encourage applications from qualified candidates of all backgrounds and lived experiences. Accommodation is available upon request throughout the recruitment and selection process. If you require accommodation at any stage of the hiring process, please contact us and we will work with you to meet your needs.