



St. George's Church

THE ANGLICAN CHURCH OF CANADA • DIOCESE OF NIAGARA

Assistant Sexton:

St. George's Anglican Church, Guelph, is seeking a part-time Assistant Sexton who is available to work occasional evenings and weekends as needed. This position works with the Sexton and Facility Manager to maintain the building for the purposes of the cleanliness, community outreach, and hospitality. We seek someone with a wide range of "handy" skills who is reliable, able to problem-solve, work hard, and communicate well with staff, parishioners, and user groups. The Assistant Sexton reports to and is supervised by the Facility Manager.

JOB DUTIES:

- Set up and take down of chairs, tables and other equipment for events; spot clean as needed after events including funerals, weddings, church and outside user groups.
- General custodial duties of all areas of the church requiring cleaning and sanitizing including the bathrooms, kitchen, and offices. In addition, a deep cleaning by mopping, vacuuming and carpet cleaning is necessary to promote cleanliness and healthy environments.
- Routine jobs: replace lightbulbs; replace cleaning supplies, toilet paper, paper towels, tissues.
- Security: Lock-up and secure the building in the evening and after events/ group meetings; open building when required.
- Perform minimal winter maintenance tasks such as keep steps clear of ice / snow, put down salt/sand to supplement major snow removal which is performed by an outside contractor.
- Maintain cordial, proactive and professional communication with staff, parishioners, daycare & preschool, user groups, and outside contractors.
- Notify the Facility Manager in case of an emergency involving malfunctioning facilities or systems and of other needed building repair or maintenance.
- Other duties as required.

NECESSARY QUALIFICATIONS

- Personal responsibility, integrity, and dependability,
- Ability to communicate effectively verbally and by electronic means,
- Physical and cognitive ability to conduct routine maintenance and procedures on systems and equipment,
- Flexibility to adjust schedule to unexpected facility and operations needs.
- Willingness to acquire new skills as needed for evolving church functions.
- Good interpersonal skills in dealing with other people.
- Physically able to lift up 50 lbs.

While the Assistant Sexton is not required to be a member of the church or even a religious person, the ability to respect and accommodate the religious beliefs and practices of church clergy, staff, and parishioners is required.

Respect for the buildings and grounds, the parishioners, and the neighborhood of St George's in both professional and personal dealings and actions is also expected.

99 Woolwich Street | Guelph, Ontario, N1H 3V1 | Tel: 519-822-1366
Email: office@saintgeorge.ca | Website: www.saintgeorge.ca



Since the primary qualifications for this position involve personal skills and attributes, a minimum of three references, at least two of them personal references, must be provided. Successful applicants must be bondable and consent to a Vulnerable Sector Police Check.

HOURS & REMUNERATION

The Assistant Sexton will be scheduled for occasional hours during weekday evenings and weekends, though this may vary depending on needs. Wages to be negotiated.

TO APPLY

Submit a resume and personal references by mail to:

Facility Manager
St George's Anglican Church
99 Woolwich Street
Guelph, ON, N1H 3V1

Or email with attachments to:
facilities@saintgeorge.ca