

First Filipino Baptist Church

Job Title:

Building Maintenance Worker

Job Type:

- Part-Time (Yearly Contract)
- 22.5 Hours/3-days work per week
- \$20-25/hr based on experience

Reports to:

Executive Committee

Job Overview:

A building maintenance worker responsible for various duties associated with keeping a building in excellent shape in terms of visual appeal, function, cleanliness, and safety for individuals in the building.

Qualifications:

- Dependable, responsible, and able to work well independently and under minimal supervision
- Knowledge of Health and Safety standards, hazards, and supplication of accident prevention measures
- Ability to lift and carry up to 50 pounds
- Ability to climb high ladders for roof check-up and maintenance
- High School or GED highly preferred
- Prior building maintenance experience is required
- Must be a current member of First Filipino Baptist Church Toronto in good standing

Duties and Responsibilities:

- Perform routine check on HVAC systems operations and adjust temperature accordingly
- Perform routine check to ensure that building systems (security, fire alarm and exit lights) operate efficiently
- Perform routine check of the building inside and outside and ensure that the physical condition of the buildings do not deteriorate
- Perform maintenance tasks such as: carpentry, painting, plumbing, and electrical work to ensure that the building is properly maintained
- Perform routine cleaning and repair of building fixtures including lights, locks, windows, doors, walls, floors, ventilation ducts, gutters and drains

- Maintain the general cleanliness of the church building and grounds including: tidying, washing, waxing, dusting, polishing, vacuuming, disinfecting as appropriate for all building surfaces and fixtures
- Minor repairs, general cleaning and replacement of furniture, fixtures, lighting, appliances, etc.
- Cleaning, disinfecting, stocking, and maintaining all washrooms to a high standard for general use
- Snow removal and salting of walkways, entryways, and parking
- Perform routine cleaning of stove, fridge, freezer, washer and dryer
- Collects and removes garbage and recyclable materials and ensure the safe disposal of hazardous materials
- Maintain church landscape such as weeding, trimming, and watering plants
- Prepare church ahead of services and close church afterwards (i.e. Divider/Classroom Set Up and Takedown)
- Occasionally be called in for events held in the church (i.e. weddings/parties)
- Complete recurring checklist for tasks for EC review/records
- Coordinate with Executive Committee for building issues and concerns
- Other Duties as Assigned or Required