

The Cathedral Church of St. James

Job Description

Position: Caretaker
Reports to: Property Manager
Work hours: Part-time (Average 10 – 15 hours per week)

Job Overview:

The Cathedral Church of St. James and St. James Cathedral Centre is looking for high energy candidates to serve the needs of our operation. In addition to programming for the Cathedral, our building serves as a premiere event space for corporate events, banquets, and various other functions.

Responsibilities:

- Employee will be responsible for set up and tear down of events as well as ensuring that the building is kept in a clean and orderly fashion
- Perform repair works, assembling, minor electrical, plumbing, painting (touch ups), fixing door locks, furniture assembly
- General care and maintenance of building and grounds including snow removal and lawn mowing
- Ensure that the premises are secure after events and occasions and no unauthorized persons inside
- Adhere to all appropriate workplace regulations and legislation regarding health and safety, accommodation standards, and company policies and procedures
- Greet guests in a polite and friendly manner and answer questions as required
- Be continually aware of, and maintain, the highest standards of professionalism by following the company dress code and/or wearing the company uniform
- Other duties as assigned by the Property Manager

Required Knowledge, Skills and Abilities:

- Dependable and punctual
- Able to work independently and/or part of a team
- Must be able to follow instruction and be flexible as needs change
- Must be able to work irregular hours including early mornings, nights, and weekends
- High school diploma or 3 years work experience in a related field
- Event set up and tear down experience
- Cleaning experience
- Must be able to climb stairs, bend, and lift/move heavy objects up to 50 lbs.
- Strong communication skills and comprehension of English language
- Pass Criminal Record Check

To apply, please email your resume to HumanResources@stjamescathedral.ca.