

Facilities Caretaker – Blumenort Community Church

Position:	Facilities Caretaker
Start Date:	1/1/26 (sooner if available)
Length of Term:	Permanent (6-month trial period)
Reports To:	BCC Trustees Committee (budget and larger R+M items) Other BCC Staff (Daily R+M items)
Functional Area or Department:	Facilities
Workplace Classification:	Full Time – 40 hrs/week – Onsite

Position Summary

The Facilities Caretaker is responsible for the day-to-day cleanliness of the building, offices, facilities, washrooms, kitchen areas, church entrances, graveyard and grounds. They are responsible to ensure cleanliness is not only achieved but maintained at a consistent standard, in addition to ensuring basic supplies - such as toilet paper, tissues, dish soap etc. - are always accessible where they're needed. The Facilities Caretaker is also responsible for performing seasonal deep-cleaning initiatives for each area of the church, small repairs/maintenance activities as needed, and coordinating contractors for larger repairs.

Core Responsibilities

- **Cleaning:** cleaning and maintaining a high standard of cleanliness in all indoor and outdoor facilities - including but not limited to office areas, washrooms, public areas, and church entryways - by emptying waste receptacles, sweeping, vacuuming, mopping, and wiping down surface areas.
- **Groundskeeping:** maintaining a high standard of cleanliness for all outdoor grounds by performing tasks such as garbage removal, shrub trimming/weeding, and snow-clearing of church entryways and parking lot (contracted). The church cemetery is also a part of this and includes lawn care, grass seeding, weed spraying, and organizing grave digging + burial permits.
- **Deep-Cleaning:** performing seasonal deep-cleaning initiatives, as scheduled or as necessary, such as shampooing carpets, dusting fixtures, and washing walls.
- **Inventory and Supply Maintenance:** monitor levels of staple supplies such as toilet and tissue paper, dish soap, dishwasher detergent, cleaning agents, hand soap, lightbulbs, furnace filters, hand towels, and dish rags, ensuring they're distributed across facilities where they're needed, and resupplying these when necessary.
- **Facilities Maintenance:** tending to minor repairs or maintenance responsibilities, as needed, such as replacing lightbulbs, patching drywall, touching-up paint, moving furniture, or hanging pictures.

- Event-Support: helping prepare for church events such as weddings, funerals, and event rentals through the set-up and take-down of tables, chairs, and other necessities, and by managing pre-event and post-event cleanups.
- Manager a small group of arms length hourly workers or volunteers who may assist with church lockups, basic janitorial duties, or cover duties during the facilities caretaker absence.
- Performing other tasks as directed and/or as necessary for the general cleanliness upkeep, and repair of facilities.

Scope and Limits of Authority

Direct Reports: The Trustee Committee of the BCC provides direct oversight and approval of additional budget items or major repairs. The facilities caretaker is expected to attend all meetings of the Board of Trustees to provide a report of the state of the church and cemetery facilities. BCC Staff may also request that duties be performed for one off or recurring repairs or maintenance.

Budget: The church Facilities Caretaker is responsible for managing a non-salary budget of approximately \$50,000-\$70,000 per year.

Working Conditions

Physical Conditions		Cognitive Conditions		Logistical	
☒	Office environment	☒	Competing demands	☒	Split Shifts
☒	Working outdoors	☒	Frequent multitasking	☒	Variable hours
☒	Safety-sensitive environment	☒	Autonomous work	☒	Multiple work locations
☒	Extreme heat or cold				
☒	Working with hazardous materials				
☒	Working at heights				
☒	Physically strenuous				

Core Competencies

Knowledge: The Church Facilities Caretaker will have a working knowledge of basic standards of facilities hygiene and the capacity to learn what's necessary to maintain standards of cleanliness and supply inventory.

Skills: The Church Facilities Caretaker will be skilled at cleaning, performing basic maintenance tasks and maintaining supply inventories.

Personal Characteristics: The church Facilities Caretaker will be cheerful, reliable and hard-working. They will also have a customer-service orientation, meeting the needs of all facility-users as if they were valued clients. They will also have a safety-oriented mindset, ensuring basic safety-principles are never sacrificed in the urgency of the moment.

Physical Attributes: The Facilities Caretaker will be physically fit and agile, able to perform multiple tasks each day without tiring or slowing down unnecessarily.

Qualifications

A varying combination of skills and experience may be considered when awarding this position to an applicant.

This position requires the following:

- Licenses: a valid Canadian driver's license
- Attention to detail and a sense of cleanliness and order
- Working hours normally as early as 7 AM and occasionally as late as 11 PM
- A member of their local church and committed to serving their Lord and Saviour Jesus Christ

The following qualifications are considered ideal:

- Experience: 2-3 years of custodial and/or trades work
- Any amount of handyman experience in fixing or repairs is an asset
- Problem Solving Abilities
- Excellent Time Management Skills
- Takes initiative and can work independently

Application Process

- For more information or to apply for the position, please submit your resume and cover letter by email to Dawson Plett at daws_haus@hotmail.com. We are accepting resumes until the position is filled. Ideal candidates will be contacted for an interview.