

## **Job Description**

### **Live-in Caretaker (security & maintenance person)**

**St Andrew's United Church  
1000 Huckvale Place, Williams Lake, BC**

#### **Goal**

To provide consistent security and described maintenance for the building and grounds of St Andrew's United Church at 1000 Huckvale Place. To assist rental groups as required.

#### **Terms of Employment**

This is a part-time, live-in employee position.

Minor maintenance tasks for 36 hours per month (grounds kept clean and washrooms neat).

A satisfactory Criminal Record Check is required.

Must be able to lift equipment of at least 50 lbs; to be physically able to do outdoor tasks like snow shoveling and lawn mowing.

There will be a three month probationary period with monthly "check-in" meetings. This period may be extended.

Accountability to the M & P Committee, and Physical Resources representative.

#### **Remuneration**

\$16.75/ hour for 36 hours/month, gross pay of \$603/ month less rent of live-in suite at \$150.00 yields \$453/ month.

Flex time off may be arranged with Ministry and Personnel Committee (M & P) if the workload is greater than 36 hours/ month.

The Church will pay Worksafe BC, and will deduct EI, CPP, and income tax on behalf of the employee.

A furnished suite in the church with heat, water and electricity is provided for \$150 per month as a benefit.

The suite is a non-smoking and non-drinking premise. The employee is responsible for their own phone, cablevision, TV and internet.

The suite has its own en-suite bathroom with shower.

Pets must be confined to living quarters (suite).

#### **Vacation**

Two weeks per annum, following the probationary period, preferably taken in the summer months.

## **Statutory holidays**

13 Statutory holidays annually - New Year's Day, Wrestling Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Reconciliation Day, Thanksgiving, Remembrance Day, Christmas and Boxing Day.

## **Overnight leave**

If the employee wishes to be away from the building overnight, he or she should notify an M & P committee member or the Church Coordinator in order that someone else can monitor the building.

## **Security presence**

To maintain a security presence in the building to (a) avert unwelcome activities in the parking lot or around the building, (b) prevent damage to the building, and (c) prevent break-ins.

## **Security**

At night, ensure that all doors, both inside and out, are locked.

Check that electrical appliances are unplugged, windows are shut, thermostats are set as required and heat is at the "unoccupied" setting (except in the suite).

Lights should be off with the following exceptions:

1. The front parking lot pole light and sidewalk lights (these have sensors and are triggered at dust)
2. All outside entrance lights should be on overnight.
3. The accent lights in the foyer (left on 24/7).
4. Exit lights (left on 24/7).
5. Emergency lights (located in strategic places, these lights come on only when there is a power interruption, and stay on until people have safely exited the building. These lights are battery powered with a re-charging system built in).

Report prowler(s) to the police as necessary.

Document any unusual activities in the parking lot and report to the Physical Resources representative or RCMP.

If these parking lot activities take place at night and do not threaten the church – record license plate numbers, vehicle descriptions and persons' descriptions so that you are able to report them the next morning. Do not put yourself at risk.

## **Maintenance Duties**

Each morning walk about the building and grounds to check for changes/ damage, to pick up any garbage, and make sure fire exits are clear..

In winter, shovel and/ or de-ice the walks before anyone arrives.

In other seasons, mow lawns and trim (once/ week) and side-back lawn and a two foot border around the parking lot (once/ month). Water lawns and gardens according to city watering restrictions.

Sweep front and back entrance at least once a week..

Check and empty all the inside garbage cans daily as required.

Take recycling to the dump.

Keep hallways and fire exits clear.  
Change light bulbs as necessary(with assistance).  
Report light problems to Physical Resource representative for repair.  
On Sunday, set the sanctuary heat to "Occupied" before worship service (9am), open the building, and do the usual daily walk about.  
Perform and note monthly checks of emergency lights and exit lights.  
Monthly check that fire extinguishers are available.

### **Rentals**

Be available for rental group set-up or entry to the building as needed.  
Set the heat for the rented room to "occupied".  
Move any audio-visual equipment required to the room.  
See that the group returns the chairs, tables to appropriate storage.  
See that fire exits/ hallways are kept clear.  
See that the heat is set back to "unoccupied" after the rental group is finished using the room.

### **Accountabilities**

The Physical Resources committee will provide orientation for this position.  
The M & P committee and Physical Resources committee will supervise this position.  
This employee is responsible to the Church Council through the M & P committee.  
The M & P committee will provide ongoing support, consultation and evaluation for this employee.

### **Termination of Employment**

Unless dismissed for cause, two week's notice will be given for the termination of the employee in this position, by either the employee or the employer.  
No termination pay beyond employment standards legislation will be given at the end of employment.

**Signed this day,** \_\_\_\_\_ **(date).**

**Signed by:**

\_\_\_\_\_

\_\_\_\_\_ **M & P representative**