

**STAFF JOB DESCRIPTION  
CARETAKER**

(Adapted from Diocese of Ottawa)

<b>Job Title</b>	<b>Caretaker</b>
Position approved by	Wardens; Property Committee Chair; Clergy
Appointed by	Wardens
Supervised by	Warden and Property Committee Chair
Supervises	Own team, if applicable
Accountable to	Wardens; Property Committee Chair ( <u>not</u> to individual parishioners)
Salary	As agreed to in annual contract
Deployment	As agreed to in annual contract
Benefits	Contract work - no benefits
Screening Category	High
Criminal Records Check required	Yes
Diocesan contacts	None
Relationship to Parish Office	Gets advice and direction about special events through parish office; receives feedback from parishioners
Current status	Ongoing - annual contract
Participates in governance	No
Contacts with	Drop-ins to church, church staff.
General responsibilities	Keep building clean for services and parish events Set-up and clean-up for parish events General maintenance
Qualifications	Promptness, reliability, neatness; general maintenance skills
Risks identified	Has master keys to church -often functions alone