



ALL SERBIAN SAINTS SERBIAN ORTHODOX CHURCH
ХРАМ САБОРА СРПСКИХ СВЕТИТЕЉА
2520 Dixie Rd. Mississauga ON L4Y 2A5 Phone: 905-272-5944

All Serbian Saints Serbian Orthodox Church

EMPLOYMENT CONTRACT

Position Title: Building Superintendent

Location: 2520 Dixie Rd., Mississauga ON

POSITION, TERMS AND DUTIES:

1. Regular Building cleaning (hall and church)
 - a. Church
 - i. Sweep, mop, scrub and wax floors and stairs
 - ii. Clean and polish icons.
 - iii. Clean the donation, church store and candles area.
 - iv. Empty trash cans and other waste containers.
 - v. Clean and disinfect bathrooms and fixtures.
 - b. Main Hall, Lower-level Hall, Bar and Kitchen area:
 - i. Sweep, mop, scrub and wax hallways, floors, and stairs
 - ii. Clean and disinfect bathrooms and fixtures.
 - iii. Empty trash cans and other waste containers
 - iv. Clean and polish tables and chairs as required.
 - v. Thorough cleaning of windows, doors, baseboards, etc. as required.
 - vi. Clean classrooms and offices
 - vii. Thorough cleaning of windows, doors, baseboards, etc. as required.
 - viii. Clean and polish bar counter, sink and inner countertop.
 - ix. Clean and polish kitchen counters and sinks
 - c. Regular cleanliness check up will be performed on a monthly basis. Additional cleaning scope for the ad-hoc cleaning will be identified during regular check ups.
2. Manage the cleaning supplies stock and municipal garbage pick-up.
 - a. Notify the Church Treasurer about the supplies that require reordering.
 - b. Notify the Maintenance or Hall Manager when a municipal garbage pick-up is required.
3. Assist Hall Manager with hall and parking rental.
 - a. Provide hall access to renters.
 - b. Assist with hall set-up if required.
4. Perform regular safety checks.
 - a. Report irregularity to maintenance manager immediately
 - b. Provide building access to repair crews.
5. Perform security checks:



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- a. Ensure building is closed and lights and heating or A/C are turned off after each event.
 - b. Ensure the small gate (Dixie Rd. entrance) is open 30 minutes prior the liturgy and closed 30 minutes after the liturgy every Saturday and Sunday and any other days when there is a church service.
6. Working hours schedule is presented in the “Proposed flexible schedule” table below.

REQUIREMENTS:

- Excellent interpersonal, phone and customer service skills
- Strong problem-solving skills & a strong sense of personal responsibility and reliability
- Planning and organizational skills coupled with ability to multi-task and prioritize.
- Ability to work independently (self-managed) and with others in a team environment.

GENERAL:

- This position will report to Priests, All Serbian Saints Church BOD President and one of the directors appointed by All Serbian Saints Church BOD.
- Please refer to Appendix 1 for current scheduled events
- Church can be billed only for hours specified in the “Proposed flexible schedule”
- Additional hours cannot be billed without prior written agreement (email, text message etc.)
- Vacation and Time off:
 - Any time off will be unpaid non-billable time
 - Minimum two months notice is required for taking the time off longer than 5 days
 - Maximum vacation /time off taken at once is 3 weeks.
- Contractor must have his/her own insurance policy. Contractor will have to sign a waiver that church will not be liable for any injury happened during the engagement described in the document
- Contractor will have to have his/her own company. Invoice should be issued by the contractor’s company with agreed amount plus HST.

Proposed flexible schedule:

Weekday	Work schedule	Hours
Monday	Day off	0
Tuesday	Day off	0



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Wednesday,	Option 1 (no liturgy) from 2:00 PM to 6:00 PM	4
Thursday	Option 2 (liturgy) from 08:00 AM – 12:00 PM	4
and Friday	Ensure the building is properly closed after the last event for the day	1
Saturday &	Option 1 (no events on Friday/Saturday evening) from 12:00 PM to 3:00 PM	3
Sunday	Option 2 (event on Friday evening; cleaning required) from 08:00 AM to 4:00 PM	8
	Ensure the building is properly closed after the last event for the day	1

Appendix 1

Hall Scheduled Events

Weekday	Event	Scheduled time
Monday	Church Choir Practice	8:00 PM to 10:00 PM
Tuesday	N/A	
Wednesday	Dance Academy Practice	6:00 PM to 10:00 PM
Thursday	St. Sava Oplenac Practice	6:00 PM to 10:00 PM
Friday	Serbian School	6:00 PM to 8:00PM
Saturday	Dance Academy Practice	10:00 AM to 12:00 PM
Sunday	KSS Coffee and Cookies	12:00 PM to 2:00 PM
Sunday	Salsa Dance Practice	6:00 PM to 9:00 PM