



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

Date: 25 Dec 2023

Job posting

Job Title: Church and Church Hall Superintendent

JOB DESCRIPTION:

- Regular Building Cleaning
- Manage cleaning supplies stock
- Coordinate municipal garbage pick-up
- Assist Hall Manager with hall and parking rentals
- Perform regular safety checks

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.
- 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

APPLICATION:

- Applications can be submitted via email at: serbiansaintssuperintendent@gmail.com
- Applications will be accepted until Jan – 4th 2024. Applications received after this date will not be taken into the consideration.