



JOB DESCRIPTION

Position:	Caretaker, Facilities and Cemetery (Part-Time)
Reports To:	Executive Director & Board of Trustees (Cemetery Director & House Committee)
Direct reports:	None
Date Prepared:	April 2025

About Emanu-El

At Congregation Emanu-El, we are dedicated to creating a vibrant Jewish community that blends Torah wisdom and rich traditions with modern relevance. Our progressive, egalitarian congregation celebrates diversity and serves as a welcoming space for friendship, personal growth, spiritual exploration, and healing.

We are proud stewards of our remarkable 160-year-old heritage sanctuary, a sacred space infused with generations of prayer, joy, and life. In addition, our historic Cemetery, dating from 1860, is the oldest non-indigenous cemetery in Western Canada. Our values are deeply rooted in Tikkun Olam, the repair of the world, which we pursue through Chesed (acts of loving kindness), social action, and social justice.

Position Summary

The Facilities and Cemetery Caretaker (the “Caretaker”) is responsible for the maintenance and upkeep of the Synagogue building, grounds, and cemetery. This role ensures a clean, safe, and welcoming environment for congregants, visitors, and community members, with particular attention to the cemetery, a sacred and significant space.

The Caretaker will perform a variety of custodial and landscaping duties, including care for the Synagogue’s interior and outdoor areas, as well as overseeing the proper maintenance and upkeep of the cemetery grounds.

The Caretaker will assist the Executive Director with the coordination of maintenance projects, managing the work of contractors and suppliers to ensure quality workmanship and the safety of employees, congregants, and the facilities.

Key Responsibilities

Synagogue Maintenance

- Coordinates with cleaning contractors to ensure the cleanliness of the synagogue's interior, including the sanctuary, restrooms, offices, and communal spaces.
- Maintains the safety and comfort of common areas, ensuring proper functioning of lighting, heating, and cooling systems.
- Handles minor maintenance and repair duties such as painting, repairs, and minor troubleshooting of equipment, reporting all major maintenance requirements to the Executive Director.
- Assists volunteers with the set up and take down of furniture for events, services, and other synagogue-related activities when needed.
- Schedules and oversees inspections and regular maintenance of equipment and systems, following a Caretaker developed and Executive Director-approved maintenance plan, and regulatory standards. Such inspections include but are not limited to heating systems, unit turnovers, alarm system, fire panels, and fire extinguishers.
- Monitors supplies and materials and assists with the ordering of cleaning products and tools as necessary.

Cemetery Care and Maintenance

- In collaboration with the Cemetery Director and Committee, the Caretaker manages the security and the maintenance of cemetery grounds, tools and equipment, ensuring the proper care of cemetery paths, walls, gates, fences, gravesites, trees, and other plantings.
- Oversees contracted tasks related to lawn care, including mowing, trimming, weeding, and seasonal planting.
- Oversees the integrity and cleanliness of headstones and grave markers, reporting any issues requiring professional repairs.
- Under the direction of the Cemetery Director or Funeral Manager, and in collaboration with the Rabbi and family members, the Caretaker prepares selected plots for marking, supervises appropriate contractors during excavations of graves, finalizes preparations of grave for funeral, and closes the grave post burial. The Caretaker will secure additional human power as required.
- Coordinates the installation of memorial monuments from approved and compliant suppliers, ensuring correct location and installation.

General Duties

- Provides on-call support for emergency needs or special requests related to the Synagogue and cemetery.
 - Ensures the cemetery is a peaceful, respectful, and well-maintained space for all visitors.
 - Works closely with other Synagogue employees, including the Executive Director, Rabbi, and volunteers, to address facility and cemetery needs.
 - Promotes a positive image of the synagogue by offering friendly and respectful service to all congregants and visitors, reflecting the values of the congregation.
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Key Qualifications

- High school diploma or equivalent; relevant experience in caretaking, facilities management, or landscaping is preferred.
- Knowledge or experience in Jewish customs and practices, or a willingness to learn, particularly related to burial and cemetery care, is an asset.
- A Personal work vehicle as well as valid driver's license is a requirement.

Skills and Abilities

- Working knowledge of minor maintenance duties, maintaining equipment functions and inventory, arranging for servicing when required, including Health and Safety regulations/protocols and WHIMIS principles.
- Ability to lift and carry heavy items, work outdoors in various weather conditions, and perform physical tasks.
- Strong attention to detail and commitment to maintaining high standards of cleanliness and organization.
- Excellent communication skills and a friendly, professional demeanor.
- Ability to work independently and as part of a team, and coordinates professionally with third party vendors.

Time Commitment & Compensation

- Working knowledge of minor maintenance duties, maintaining equipment functions and inventory, arranging for servicing when required, including Health and Safety regulations/protocols and WHIMIS principles.
 - Hours of work are flexible based on facility need and issues as they arise; a high level of flexibility and availability is an asset.
 - Short notice availability for facility emergencies and assistance with cemetery duties.
 - \$30 to \$50 per hour, based on qualifications.
 - Orientation for Jewish customs will be provided as needed.
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