



Employment Opportunity

CUSTODIAN

St. Christopher's Parish

1171 Clarkson Rd N Mississauga, ON L5J 2W1

Modified Full time (30 hours per week)

Target Hiring Salary: \$21.00 per hour

Overview:

St. Christopher's Parish is seeking a modified full time Custodian who is responsible for the custodial services of the church and its property in order to ensure a clean, safe and attractive environment for all parishioners, employees and residents.

Responsibilities:

- Clean hallways, washrooms, lavatories, rooms, vestibule, children's room, offices, cafeteria, entrances, etc., on a daily basis
- Clear kitchen garbage in rectory daily
- Clean and maintain all entrances to the church, office, and rectory, pay attention to the stairwell downwards near the rectory garage for collecting debris.
- Check upstairs meeting rooms and clean them as needed
- Clean garbage cans out in the church and sacristy as needed
- Vacuum the church and entrances as needed, once a week vacuum the church, clean the sanctuary space of debris, and wash the floors of the sanctuary space and the two side altars
- Clean of leaves and debris, ensure the gate is locked after cleaning
- Lock up the church doors after mass
- After mass use the sanitizing fogger to spray down the church and disinfect
- Check pews for litter, put the kneelers up
- Put out St. Vincent de Paul Collection box for weekend masses
- Clean up the hall once a week (sweep, mop, clean out garbage bins as needed)
- Maintain and clean the church corridor joining the rectory to the church once a week
- Water plants once a week
- Weekly Boiler room maintenance
- Perform light maintenance as directed by the Pastor
- Check outside buildings for litter and/or conditions of general deterioration
- Perform scheduled monthly, semi-annual, or annual janitorial duties, i.e. floor waxing, painting, window washing, carpet cleaning, etc., as directed by the Pastor in accordance with parish maintenance schedule
- Provide set-up and cleaning of facilities for evening or weekend activities as directed by the Pastor on an "as needed" basis
- Other duties as required

General Requirements:

- High school diploma
- Prior maintenance, custodial services and grounds keeping skills required

- A capacity to perform outlined tasks with minimum supervision and work cooperatively with staff, clergy and volunteers of the church, related organizations and external contractors
- Ability to assess immediate maintenance and custodial needs and to prioritize tasks
- Must be willing to work a variety of days and hours, including weekends, as assigned
- Requires standing for extended periods, walking, bending, reaching and lifting up to 50 lbs.
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Benefits:

This role is eligible for:

- 12 vacation days per year (equivalent to three 24-hour workweeks)
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**.

Deadline for receipt of applications is **Until the position is filled**.

We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.