



Archdiocese  
of Toronto

## **Employment Opportunity**

### **PARISH CUSTODIAN**

### **St. Patrick's Parish**

5633 Highway #7, Markham, ON L3P 1B6

Full time (35 hours per week)

Target Hiring Salary: \$19 – \$21 per hour

### **Overview:**

St. Patrick's Parish is seeking a full time Parish Custodian who will be responsible for the custodial and maintenance duties of the parish building and parish grounds to ensure a warm and clean environment for those who enter the church. This position includes working on weekends. The successful candidate will report to the Leader, Operations and Communications.

### **Responsibilities:**

- Sweep, vacuum, clean, and wet mop all areas (to include church, sacristy, offices, meeting rooms, halls, kitchen, washrooms, basement, outdoor sheds, and lobby).
- Wash and sanitize washrooms, including sinks and toilets.
- Restock all disposables (soap, toilet paper, paper towels, etc.).
- Daily removal and disposal of garbage and recycling from church, sacristy, offices, meeting rooms, halls, kitchen, washrooms, and lobby into appropriate bins.
- Maintains sufficient stock levels of consumable items.
- Ensures proper setup and take down of meetings, events, funerals, weddings, etc. in a timely manner.
- Performs scheduled monthly, semi-annual, or annual janitorial duties, i.e. fire alarm testing, floor waxing, exterior window washing, upholstery cleaning of chairs and other task provided.
- Clears snow from walkways and spreads de-icing material as necessary (what not contracted out).
- Ensures that all hallways and exits are not obstructed before/after functions.
- Maintains storage areas and outdoor sheds in a tidy manner.
- Performs all work related to the maintenance of the parish building including HVAC, plumbing, electrical and security.
- Performs maintenance and minor repairs as needed (pew repairs, kneelers, doors, chairs, broken switches, fixing door handles, minor leaks etc.,).
- Assists teams of volunteers who provide services to the church such as Garden and Decorating ministries, painting, and landscaping, etc.
- Implements procedures for handling, storing, safekeeping and disposal of hazardous materials.
- Ensures compliance and implementation of policies as they relate to parish facilities.
- Serves as primary contact for facility related emergencies, which may require evening and weekend work.
- Adheres to all Diocesan policies and procedures.
- Any other duties as assigned by Leader of Operations and Communications or Pastor.

## **General Requirements:**

- High School Diploma.
- Proven experience in a custodian, janitor, or similar role.
- Previous parish experience preferred.
- Mechanically inclined and proficient with use of small hand tools and other related equipment.
- Must be in particularly good physical condition and strength, as this position requires standing, and bending for extended periods of time, walking, reaching, and lifting to 50 lbs.
- Flexibility in work schedule and the ability to accept work assignments on short notice.
- Able to work with minimum supervision.
- Knowledge of grounds equipment operation.
- Working knowledge of Microsoft applications (Outlook, Word, Excel) is an asset.
- Attention to detail; good organizational skills is an asset.
- Good people skills and able to collaborate cooperatively with clergy, staff, volunteers of the church, related organizations, and external contractors.
- Ability to work in a fast-paced environment; multitask and meet deadlines.
- Valid Ontario Driver's Licence is an asset.
- Must be legally entitled to work in Canada.
- Knowledge of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- A criminal background check will be required of the successful applicant.

## **Benefits:**

This role is eligible for:

- 3 weeks of annual vacation upon hire
- 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 after 3 months with a 1%, 2% or 5% contribution match
- 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: **Madelyn Volpe** at **parish@stpatrik.on.ca**.

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.*