



## **Employment Opportunity**

### **PARISH CUSTODIAN**

#### **St. Boniface Parish**

142 Markham Road Scarborough, ON M1M 2H9

Part time (10-20 hours per week, negotiable)

#### **Overview:**

St. Boniface Parish is seeking a part time Parish Custodian to be responsible for the custodial tasks, maintenance and managing of the property of the Parish and Rectory. This is a self-supervising position, and the hired individual will report to and take direction from the Pastor.

#### **Responsibilities:**

*Maintain the facility at a high level of sanitation, cleanliness, and tidiness on a daily, weekly, and seasonal basis:*

- Maintain floors and carpets (e.g. sweeping, mopping, and vacuuming) throughout the church, including under the pews, washrooms, meeting rooms, stairwells, and Parish Hall.
- The next business day following each Sunday/holiday and as needed before each weekend.
- Dispose of garbage from church, kitchen, hall and dispose it in appropriate garbage bins outside.
- Wash and clean all washrooms in the church and chapel. Wash and clean kitchen area.
- Restock all disposables (e.g. soap, toilet paper, paper towel, etc.).
- Set up and arrange Church Hall and meeting rooms for events and meetings as requested.
- Wash walls, windows, glass doors, mirrors and fixtures using both step and extension ladder as needed.
- Regular dusting required, but not limited to all wood surfaces in the church, sacristy, statues, icons, and windowsills.
- Order and maintain adequate inventories of church wares, cleaning supplies, toiletries, and lighting (e.g. soap, toilet paper, paper towels, etc.).
- Verify receipt and conditions of inventories and supplies.
- Maintenance and repair of church equipment/tools, and the replacement of electrical/building parts as needed.
- Undertake occasional custodial and janitorial tasks such as lifting heavy items, moving chairs, re-arranging supplies and furniture, etc.
- Ensure the upkeep of the church HVAC, security alarm, and Fire Safety Systems.
- Walkabout inside and outside church grounds and remove debris and dangerous articles found within the building facility and entrances to the church, within property perimeters, parking lot, lawn, and gardens.
- Gather and dispose rubbish and waste materials throughout the properties and move garbage/recycling bins as per pickup schedule.
- Shovel snow, remove ice, and salt the walkways to the church in the winter to ensure safe accessibility to church for Mass schedules (what is not contracted out).



- Perform maintenance and minor repairs (pew repairs, kneelers, doors, chairs, replacing broken switches, fixing door handles, minor leaks, etc.) as required.
- Open and close church as required and prepare items for Masses, funerals, weddings, and special events.
- Monthly signing of fire extinguisher card.
- Observe appearance and condition of premises and equipment; report anticipated and preventative repair situations, safety hazards, security issues, or conditions that require the services of licensed tradesmen or contractors, to the Pastor. Conduct regular fire drills as per the fire safety plan. Coordinates with property and maintenance vendors and trades people as required.
- Respond to emergency calls/maintenance requests as required.
- Other duties as assigned by the Pastor.

### **General Requirements:**

- Mechanically inclined and proficient with use of small hand tools and other related equipment.
- Proven experience in a custodian, janitor position, or similar role.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of the safe disposal of chemical liquids and other hazardous materials.
- Must be in good physical condition and strength, as this position requires standing, climbing ladders, bending for extended periods of time, walking, reaching, and lifting.
- Able to work cooperatively with clergy, staff, volunteers of the church, related organizations, and external contractors.
- Flexibility in work schedule and the ability to accept work assignments on short notice.
- Availability to work occasionally on weekend and evening work when required.
- Previous parish experience preferred.
- Knowledge of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Peter Marr** at **stbonifacesc@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.*