

Custodian/Maintenance Person

➤ Overview

Under the direction of the Pastor, the Custodian/Maintenance Person oversees the maintenance and cleanliness of the Parish building and grounds. They ensure that the Church building and its surroundings remains a safe environment for the parish staff, parishioners and those that visit the parish.

➤ Activities/Responsibilities

- Is responsible for holding a copy of parish keys.
- At the request of the Pastor or parish staff, is available for securing and/or unlocking all parish rooms, offices and storage areas.
- Oversees the maintenance and cleanliness of the parish building and its surroundings which includes: parish hall, rectory, parking lot, grounds/gardens, etc.
- Maintains an inventory of all cleaning supplies.
- Ensures proper tools and equipment are in working order and available for use.
- Regularly inspects the parish facilities to assess the maintenance and cleaning requirements and reports all findings to the Pastor.
- Recommends to the Pastor the ordering of supplies, and the repair or replacement of equipment and fixtures.
- Is available for training as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

➤ Skills, Experience, and Qualifications

- Must be at least 18 years of age.
- Must have sufficient skills and maturity to serve the parish as outlined here.
- Is familiar with the parish building, its’ surroundings and structures.
- Has extensive maintenance skills in various areas including: landscaping, electrical fixtures, plumbing, construction, etc.
- Has training in and/or knowledge of building codes, legislation, fire regulations, WHMIS and health and safety procedures.
- Is capable of lifting and moving objects as required.
- Must have good organization skills with the ability to multi-task under time constraints.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and flexible.
- Is able to remain calm and work effectively in emergency situations.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

➤ **Orientation and Training**

Standard Parish orientation program and training provided by Pastor and/or previous Custodian.

➤ **Participant Group**

There is no participant group.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ year term.

➤ **Benefits and Working Conditions**

Will directly impact the safety and overall view of the parish.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

An interview and personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Custodian/Maintenance

Person currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto