

Employment Opportunity

Parish Custodian St. Fidelis Parish

33 Connie Street, Toronto ON M6L 2H8
Modified Full-Time (20-24 hours per week)

Overview:

St. Fidelis Parish is seeking a Parish Custodian who is responsible for custodial services and basic repairs of the church and its property in order to ensure a clean, safe and attractive environment for all parishioners, employees and residents. The successful candidate will report to the Pastor/Administrator.

Responsibilities:

- Monitor votive candles and replaces when needed, unless done by a volunteer.
- Responsible for keeping inventory of maintenance and cleaning supplies and informs secretary when to reorder.
- Notify the pastor in case of any damages or repairs that may be required to church property.
- May be required to supervise events held in the gym or Church hall, clean up and lock-up at end of the event.
- Set up and arrange Church hall, Church or gym for events and meetings as requested.
- Hang up and take down church banners as per request.
- Keep all mechanical and electrical rooms locked, clean and in order.
- Repair pews, kneelers, doors and chairs as required.
- Occasional small repairs and other duties as required, when requested by the pastor.

Security and Fire Safety:

- Perform daily property security checks including checking the fire panel and log findings in the Security Log Book, while reporting urgent findings immediately to the Pastor.
- Regularly check all fire extinguishers, date tags, and ensure that they are serviced as required.
- Maintain emergency numbers list in order to contact the required service in case of an emergency.
- May be required to come in when off duty in the case of an emergency situation.
- Responsible for key control, maintaining key cabinet, and ensuring duplicate of all keys. Provides access as needed.
- Responsible for escorting and supervising contractors on the property and providing access.

Janitorial Tasks:

- Vacuum the carpet and baseboards, dusts the pews, and clean all areas of the church, chapel and sacristy once per week and spot clean as required or as directed.
- Sweep and wash the floors in the Church entrance, sacristy, office lobby, office entrance, board room, Pastor's and Secretary's office, print room, church hall, and hall kitchen once per week and as required.
- Sweep and wash gym foyer, halls, 2nd floor multipurpose room, stairs, stage, and gym floor twice per month and as required.
- Thoroughly clean the washrooms by the office and in the gym once per week and as required. Restock toilet paper, soap, and paper towel as required.



- Dispose of garbage, recycling and compost from the church and gym in appropriate garbage bins outside.
- Clean all the door glass and doors in the vestibule of the church, the chapel doors, the door between the office lobby and church, the entrance office doors and the glass partition in the chapel once per week.
- Perform scheduled monthly, semi-annual or annual janitorial duties (e.g., painting, window washing, etc.,) as directed by the Pastor in accordance with parish maintenance schedule.

Electrical Tasks:

- Ensure all lighting is properly functioning and replace lamp units as required.
- Programme the timer controlling the outdoor lights according to the season.
- Hang up and removal of the outdoor Christmas lights.
- Responsible for ensuring all electrical circuits on all electrical panels are properly labelled and familiarizing themselves with the electrical plant layout.
- Arrange for a licensed electrician for electrical repairs when required after getting approval from the Pastor.

HVAC Tasks:

- Programme all thermostats to ensure energy efficiency.
- Ensure all annual maintenance is conducted on all rooftop units. Maintaining a log book for each unit.
- Ensure all areas of the buildings are maintained at an adequate temperature to prevent pipe freezing in winter.
- Ensure all ventilation fans in the washrooms and kitchen are functioning properly.
- Arrange for a licensed HVAC technician for repairs and maintenance when required after getting approval from the Pastor.

Plumbing Tasks:

- Responsible for knowing the location of all shutoff valves and familiarizing themselves with the plumbing layout.
- Once a year check all plumbing valves to ensure that they are not seized.
- Responsible for unclogging toilets and toilet repair.
- Arranging for any water leaks to be repaired if found.
- In case of water escape, shutting down the water supply and then mitigating damages to the property.
- Ensuring that roof drains are free and clear.
- Arrange for a licensed plumber for plumbing repairs when required after getting approval from the Pastor.

Landscaping Tasks:

- Maintain outdoor areas (church, gym and rectory), including picking up litter, sweeping and gardening and landscaping duties. In the spring season, plant the flowers as directed and during the growing season fertilize the flowers. Water the plants as required and manual weeding of the garden beds weekly.
- Mow the lawn and fertilize it twice a year if not contracted out.
- After summer camp is over, pressures wash the walls and walkways around the gym.
- In the fall, remove dead plants, rake the leaves, store the garden hose etc. and prepare the property for winter.
- Shovel snow; remove ice and salt walkways in the winter to ensure safe accessibility to facilities, unless done by contractor.

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.
- Mechanically inclined and proficient with use of small hand tools and other related equipment such as lawn movers, snow blowers, etc.
- 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, climbing ladders up to 20 ft., accessing the roof and lifting up to 50 lbs.
- A criminal record 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. Shibil** at stfidelisoffice@gmail.com . Deadline for receipt of applications is **November 24, 2017**. 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.