



Employment Opportunity

Parish Custodian St. Edward the Confessor Parish

75 Churchill Ave. North York, ON M2N 1Y8
Modified Full-Time (20-25 hrs per week)

Overview:

St. Edward the Confessor 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.

Responsibilities:

- Sweeps, vacuums, cleans and mops all areas of the church in the upper and lower halls
- Cleans washrooms and restocks toilet paper and paper towels
- Disposes of garbage, recycling and compost from church, hall and office spaces and disposes in appropriate garbage bin outside
- Maintains outdoor areas (church and rectory), including picking up litter and sweeping sidewalks
- Walkabout inside and outside church grounds to check for safety hazards such as lighting, steps in good condition, no slip/trip hazards, litter, etc.
- During winter: Put salt on the walkways, shovel snow and remove ice to ensure safe accessibility to facilities where the winter maintenance provider cannot clear
- Performs scheduled weekly, 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
- Provides set-up and cleaning of facilities for evening or weekend activities as directed by the Pastor on an “as needed” basis
- Responsible for proper inventory of maintenance and supplies, as well as for monitoring equipment maintenance and repair. Notifies the Pastor in case of any damages or repairs that may be required on the church property

General Requirements:

- 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 the use of small hand tools
- 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.
- A criminal record check will be required

To be considered for this position, you must submit (in MS Word or PDF format) a current resume and cover letter to pastor.stedward@rogers.com by **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.