



Archdiocese
of Toronto

Employment Opportunity
Parish Janitor/Custodian & Grounds Keeper
Our Lady of Fatima Parish

3170 St. Clair Avenue East, Toronto, ON M1L 1V6
Modified Full Time (25 hours per week)

Overview:

Our Lady of Fatima Parish is seeking a Janitor/Custodian & Grounds Keeper 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:

- Walkabout inside and outside church grounds to check for safety hazards such as lighting, steps, handrails in good condition, no slip/trip hazards, litter, etc. Address issues as seen.
- Unlock and open the church and secure and close the church.
- Monitor votive candles and replace them when needed.
- Sweep, dust and vacuum clean and mop all areas of the church.
- Clean washrooms and restock toilet paper and paper towel.
- Disinfect all areas and items as required.
- Collect and dispose of garbage and recycling from church, washrooms, offices, hall, post parish events or meetings and outdoor garbage containers.
- Mop the floors as necessary of the vestibule of the church, basement meeting areas, church hall, stairs, washrooms etc.
- Set up and dismantle tables and chairs in boardrooms, meeting rooms and hall for meetings and events.
- Remove old posts from church bulletin boards in the church lobby.
- Shovel snow, remove ice, and salt the walkways in the winter to ensure safe accessibility to facilities (what is not contracted out).
- Occasional small repairs, when requested by the pastor.
- Keep the pastor informed about supplies needed and work with Office Staff to re-order.
- Notify the pastor in case of any damages or repairs that may be required to the church property.
- Maintain outdoor areas of church and rectory including picking up litter, sweeping and gardening and landscaping duties.
- Assist with set up for special liturgical seasons such as Advent, Christmas, Lent, Easter etc.
- Monitor the Parking Lot and assist with parking duties when needed
- Other duties, as required.

General Requirements:

- Prior maintenance and custodial services required.
- This position will require working from 7am-12pm Monday to Friday. Availability on Saturdays and Sundays during busy periods during the Liturgical Year might be required. Additionally hours of work are dictated by clean up requirements and functions or activities going on during those periods.
- Fluency in English.

- Good interpersonal skills, diplomacy and capacity to work cooperatively with staff, clergy and volunteers of the church, parishioners, related organizations and external contractors.
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- Ability to assess immediate maintenance and custodial needs and to prioritize tasks.
- Requires standing for extended periods, walking, bending, reaching and lifting up to 50 lbs.
- A criminal background check and compliance with current COVID-19 policies of the Archdiocese of Toronto 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. Mark Robson (Pastor)** at **olfatimasc@archtoronto.org**. Deadline for receipt of applications is **December 10, 2021**. 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.