



Ministry Position: Custodian/Maintenance Person

Date Last Reviewed: July 2019

◆ Position 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

- Be responsible for holding a copy of parish keys
- Be available for securing and/or unlocking all parish rooms, offices and storage areas, at the request of the Pastor or parish staff
- Oversee the maintenance and cleanliness of the parish building and its surroundings, including parish hall, rectory, parking lot, grounds/gardens, etc.
- Maintain an inventory of all cleaning supplies
- Ensure proper tools and equipment are in working order and available for use
- Regularly inspect the parish facilities to assess the maintenance and cleaning requirements and reports all findings to the Pastor
- Recommend to the Pastor the ordering of supplies, and the repair or replacement of equipment and fixtures
- Be 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
- Familiar with the parish building, its’ surroundings and structures



Archdiocese of Toronto

- 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
- 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
- Honest, trustworthy and flexible
- Able to remain calm and work effectively during emergency situations
- Able to communicate well with others
- Has the ability to work independently or as part of a team
- Comfortable with being accountable and is sensitive to the observance of proper boundaries

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and training provided by Pastor and/or previous Custodian.

◆ **Participant Group**

There is no participant group.



◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will directly impact the safety and overall view of the parish
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

<p>This Ministry Position Description accurately reflects the ministry of <u>Custodian/Maintenance Person</u> currently practised at, _____ Parish.</p>		
<p>Pastor’s Signature</p> <p>_____</p> <p>PASTOR NAME</p>	<p>Parish Volunteer Screening Coordinator’s Signature</p> <p>_____</p> <p>COORDINATOR NAME</p>	<p>Date</p> <p>_____</p>

Prepared by: Archdiocese of Toronto, Volunteer Screening Department