



Archdiocese
of Toronto

Employment Opportunity

Parish Caretaker

St. Mark Parish

345 Glad Park Ave., Stouffville, ON L4A 1E4

Part-time (14 Hours per week)

*Position hours to increase to modified full time (21 hours per week)
once parish operations return to full capacity*

Overview:

St. Mark's Parish is seeking a Caretaker who will be 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:

- Maintain clean floors, sweeps, vacuums, cleans mops and dusts all areas of the church and hall including ground level windows
- Maintain clean washrooms and restock toilet paper, paper towel and soap
- Disinfect all areas and items as required. Launder used cleaning cloths
- Collect and dispose of garbage and recycling from church, washrooms, offices, rectory, hall, post parish events or meetings and outdoor garbage containers
- Keep adequate supply of maintenance and cleaning supplies
- Maintain outdoor areas of church and rectory including picking up litter, sweeping and gardening and landscaping duties
- Maintain and keep tidy garage
- Shovel snow, removes ice and salts walkways in the winter to ensure safe accessibility to facilities
- Sets up and arrange hall and church for events and meetings, as requested; then restore space after events
- Maintain vestibule candle stands and replace church Sanctuary and Altar candles as required
- Maintain altar flower arrangements and care of potted plants
- Facilitate risk management & inspection of entire facility including fire extinguishers and emergency lighting
- Responsible for keeping inventory of maintenance and supplies, as well as for monitoring equipment for maintenance and repair. Notifies the pastor in case of any damages or repairs that may be required of the church property. Keep machinery and tools in good working order
- Maintain water softener equipment as required
- Performs 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
- Occasional small repairs and other duties as required, when requested by the pastor
- Arrange for repair contractors (plumbers, electricians)
- Negotiate summer/winter maintenance contracts with Pastor's approval
- Purchase of extraordinary items e.g. mirrors, waste paper baskets, office supplies and maintenance items such as water softening salt, special detergents and cleaners



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- Church and hall kitchen laundry maintenance in-house or laundromat, as required
- Assist with set up for special liturgical seasons such as Advent, Christmas, Lent, Easter etc.

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 occasional weekends, as assigned
- Requires standing for extended periods, walking, bending, reaching and lifting up to 50 lbs
- A criminal record check will be required

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to the Pastor at stmarkschurchs@bellnet.ca. Deadline for receipt of applications is **March 12, 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.