



## **Employment Opportunity**

### **Full-Time Custodian Saint Michael's Cathedral Basilica**

200 Church Street, Toronto M5B 1Z2

Regular full-time (35 hours per week)

#### **Overview:**

Saint Michael's Cathedral Basilica is seeking a full-time Custodian responsible for the cleaning and maintenance of the Cathedral, Rectory, Parish Hall, and Chaplaincy Student Centre, and parish grounds. This position will report to the Operations Manager, under the supervision of the Facilities Manager, and requires the ability to work shifts, including weekends and holidays.

#### **Responsibilities:**

*Maintain the facility at a high level of sanitation, cleanliness, and tidiness on a regular and seasonal basis*

- Sweep, vacuum, clean and wet mop floors, including under the pews, washrooms, stairways, hallways
- Clean, sanitize, and service washrooms
- Regular dusting of all wood surfaces, furniture, cabinets, windowsills, door frames, railings, and statues
- Clean church pews (upholstery, kneelers, and book holders)
- Restock all disposables (e.g., soap, toilet paper, paper towel, garbage bags, etc.)
- Wash walls, windows, glass doors, mirrors, and fixtures, using a step or extension ladder
- Remove debris and dangerous articles found within the building facility and property perimeter, entrances to the church, and property perimeters.
- Gather and dispose of rubbish and waste materials throughout the property and move garbage/recycling bins to the designated areas as per pick up schedule
- Use cleaning detergents and chemicals safely, adhering to safety regulations
- Maintain outdoor areas, including picking up litter, sweeping leaves, and light garden duties
- Ensure all entrances and walkways are free of snow and ice as required to support Mass schedules
- Remove snow and apply salt in designated areas around the property, when required

*Undertake simple repair and maintenance work*

- Perform routine checks, general maintenance, and minor repairs (painting, lighting, repair of pews, kneelers, hinges of windows and doors, minor leaks, etc.)
- Observe appearance and condition of premises & equipment; report anticipated and preventative repairs, safety hazards, security issues, or conditions that require the services of licensed trades or contractors to Facilities Manager or Operations Manager
- Report perceived malfunctions of electrical, heating, cooling, & ventilating systems to Facilities Manager
- Furniture set-up for meetings and special events
- Load and unload supplies, move heavy furniture and equipment, as required
- Other duties as assigned

### **General Requirements:**

- Proven experience in a custodian, janitor, or similar role
- Mechanically inclined and proficient with use of small hand tools and cleaning equipment
- Knowledge of use and maintenance of industrial cleaning tools, equipment, and chemicals
- Knowledge of the safe disposal of chemical liquids and other hazardous materials
- Must be in very good physical condition and strength, as this position requires standing and bending for extended periods of time, walking, reaching, and lifting up to 50 lbs
- Able to work cooperatively with clergy, staff, volunteers, related organizations, and external contractors
- Must be able work on weekends and holidays and have flexibility in work schedule
- Ability to organize and prioritize tasks in a fast-paced and changing environment
- Basic knowledge and skills in carpentry, painting, mechanical and plumbing
- A capacity to work independently, as well as in a team environment
- Ability to understand the requirement for reverence of sacred spaces and fixtures, privacy and confidentiality of information, the practice of tact and diplomacy
- Previous parish experience preferred
- Knowledge of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- 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: **hr@stmichaelscathedral.com**. Deadline for receipt of applications is **December 19, 2022**. 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.*