



**St. Ignatius Loyola**  
Roman Catholic Church

2300 Burnhamthorpe Road West, Mississauga, Ontario L5L 3T6 • Phone: (905) 820-1444 • Fax: (905) 820-6879  
Email: office@st-ignatius-loyola.com • www.st-ignatius-loyola.com



**Archdiocese  
of Toronto**

## **Employment Opportunity**

### **CUSTODIAN**

#### **St. Ignatius Loyola Church**

2300 Burnhamthorpe Road West Mississauga, ON L5L 3T6

Modified full time (25 hours per week)

#### **Overview:**

St. Ignatius Loyola Church is seeking a modified full time Custodian to provide janitorial and maintenance services in the church, hall, and rectory. Reporting to the Pastor, the custodian will be responsible for keeping buildings clean in orderly condition and will perform heavy cleaning duties. The position also includes responsibility for the year-round maintenance of grounds around the church, hall, and rectory.

Normal working hours are Monday to Friday 9:30 a.m. to 3 p.m., with a half hour lunch each day.

#### **Responsibilities:**

- Cleans and maintains specific areas of parish properties and puts out garbage and recycling for pick up
- Cleans church, hallways, washrooms, lavatories, rooms, offices, entrances, etc.
- Performs minor repairs as directed by the Pastor
- Responsible for proper inventory of maintenance and supplies, as well as for monitoring need for equipment maintenance and repair
- Performs the duties of a ground's person, including lawn and garden maintenance, cleanup of litter, and shoveling and salting walkways in the winter
- Performs scheduled monthly, semi-annual, or annual janitorial duties, i.e. floor waxing, painting, window washing, carpet cleaning, fire extinguisher inspections, etc. as directed by the pastor in accordance with parish maintenance schedule
- Provides set-up, take down, and cleaning of facilities during regular weekday events or activities and for evening or weekend activities as directed by the Pastor on an "as needed" basis
- Other duties as required

#### **General Requirements:**

- High School Diploma
- Must possess necessary janitorial and maintenance and grounds keeping skills
- Must have general knowledge of janitorial supplies and their application
- Must have ability to perform outlined tasks with minimum supervision
- Must be self-motivated and able to work closely with parish volunteers
- Must be able to coordinate contacts with commercial service providers when necessary
- Must have ability to operate related equipment such as lawn mowers, snow blowers, etc.
- This position requires occasional evening or weekend hours, frequent lifting, exposure to climate changes and temperatures and standing for long periods of time
- Having the use of a vehicle would be considered an asset.



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- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

### **Benefits:**

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days



Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Father Timothy K. Hanley** at **thanley@archtoronto.org**. Deadline for receipt of applications is **April 4, 2024**. 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.*