

Employment Opportunity

CUSTODIAN

St. James Parish

2118 Adjala Tecumseth Townline Tottenham, ON L0G 1W0

Part Time (10-12 hours per week)

Replacement Position

Target Hiring Salary: \$18.25 per hour

Overview:

St. James Parish is seeking a part time Custodian to maintain a state of cleanliness, safety and welcome at St. James Parish, including the church building, rectory, and office house; the mission parishes of St. Mary's in Achill and St. Francis Xavier in Tottenham; and other connected properties associated with this parish community (collectively "the parish properties").

Responsibilities:

- Weekly garbage, recycling and cleaning/sanitizing duties with regards to all parish properties.
- Regular inspection, and repair of parish properties and equipment for purposes of upkeep and safety as well as maintain regular cleaning and maintenance logs.
- Snow removal and salting at parish properties where not covered by a separate contractor.
- Monitor heating and air conditioning equipment at parish properties.
- Test fire safety systems at parish properties on a regular basis.
- Coordinate with office staff to maintain inventory, and order supplies and equipment.
- Assist contractors, parish groups and third-party companies requiring access to the parish properties and supervising these groups and individuals where necessary.
- Set-up hall for functions, as required.
- Meet with parish staff to report building issues.
- Suggest cost saving measures and strategies.
- Assist with liturgical decorations on parish properties, as required.
- Light landscaping to maintain flower beds/grounds/watering etc.
- Other duties specified by the pastor.

General Requirements:

- Good communication and problem-solving skills.
- Knowledge of building safety requirements.
- Prior maintenance and custodial services are a strong asset.
- Proficiency with small hand tools and other related equipment, such as floor cleaning equipment, lawn mowers, snow blowers, etc.
- Ability to work on both weekdays and weekends and offer flexible hours, as required.
- Physical ability to do work involving walking, bending, reaching for extended periods of time; and lifting up to 50 lbs.

- Ability to work cooperatively and diplomatically with clergy, staff, volunteers, organizations and contractors.
- Minor repair skills.
- Understanding of the Catholic Church, including its tenets and culture.
- Must be legally entitled to work in Canada.
- A criminal background 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: **Fr. Eric Mah** at **stjamesco@archtoronto.org**. Deadline for receipt of applications is **May 15, 2025**. 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.