



Archdiocese
of Toronto

Employment Opportunity

FACILITIES AND MAINTENANCE CUSTODIAN

St. Patrick's Parish

5633 Highway #7 Markham, ON L3P 1B6

Full time (35 hours per week)

New Position

Target Hiring Salary: \$45,000 - \$50,000

Overview:

St. Patrick's Parish is seeking a full time Facilities & Maintenance Custodian to provide hands-on custodial care, oversee property maintenance, and ensure a safe, clean, and welcoming environment for parishioners, clergy, staff, and visitors. Reporting to the Pastor, this role blends daily custodial work with facility oversight, vendor coordination, and emergency response.

Responsibilities:

- Perform daily cleaning of all parish spaces (church, sacristy, offices, meeting rooms, halls, kitchen, washrooms, lobby, outdoor areas).
- Sanitize and restock washrooms; handle garbage, recycling, and overall tidiness.
- Monitor and maintain inventory of cleaning supplies.
- Setup and takedown of chairs, tables and other equipment for parish functions and meetings.
- Carry out scheduled seasonal and annual maintenance.
- Clear snow, spread de-icing material and ensure safe, unobstructed entrances/exits.
- Perform minor repairs and touch-ups (pews, doors, switches, leaks, painting, patching).
- Monitor building systems (HVAC, plumbing, electrical, security) and maintain equipment/inventory records.
- Coordinate with vendors/contractors for projects, repairs, and ongoing maintenance.
- Ensure safety procedures, hazard handling, and compliance with parish/Diocesan policies.
- Serve as primary contact for facility-related emergencies, including evenings and weekends.
- Other duties, as required.

General Requirements:

- High School Diploma required (college diploma in building operations/maintenance an asset).
- 2–3 years custodial, janitorial, or property/building maintenance experience. Previous parish or non-profit experience preferred.
- Skilled in minor repairs and mechanically inclined (carpentry, plumbing, electrical).
- Physically fit; able to lift 20–30 lbs and perform manual tasks for extended periods.
- Ability to work independently, multitask, and meet deadlines.
- Strong organizational skills and basic computer proficiency (Outlook, Word, Excel).
- Strong interpersonal skills for collaboration with clergy, staff, volunteers, and contractors.
- Valid Ontario driver's licence an asset.

- Knowledge and respect for the Catholic Church.
- 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: **Fr. Frank Portelli** at parish@stpatrik.on.ca. Deadline for receipt of applications is **October 22, 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.