



Archdiocese  
of Toronto

## **Employment Opportunity**

### **CUSTODIAN**

#### **St. Ann's Parish**

28 Robert St W Penetanguishene, ON L9M 1N2

Full time (35 hours per week)

Replacement Position

Target Hiring Salary: \$20.00 per hour

#### **Overview:**

St. Ann's Parish is seeking a full time Custodian 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.

#### **Responsibilities:**

*Maintain the facility at a high level of sanitation, cleanliness, and tidiness on a daily, weekly or seasonal basis:*

- Sweep, vacuum, clean and wet mop all areas of the church.
- Wash and sanitize washrooms, including sinks and toilets, as necessary.
- Restock all disposables (e.g. soap, toilet paper, paper towel, etc.).
- Dispose of garbage, recycling and compost from church, office and rectory, and place it in appropriate garbage bins outside.
- Coordinate with the parish secretary to maintain inventory and order supplies/equipment.
- Monitor equipment for maintenance and repair. Notify the Pastor in case of any damages or repairs that may be required of the church property.
- Regular inspection of church and property to check for repair issues and safety hazards.
- Maintenance and repair of church equipment/tools and the replacement of electrical/building parts as needed.
- Check that the church and parish hall are kept clean, including the kitchen and appliances.
- Set-up and arrange hall and meeting rooms for events as requested.

*Undertake simple repair and maintenance work:*

- Perform maintenance and minor repairs (pew repairs, kneelers, doors, chairs, replacing broken switches, fixing door handles, minor leaks, etc., as required).
- Perform scheduled weekly, monthly and semi-annual, or annual janitorial duties: i.e. waxing of floors, painting, window washing, carpet cleaning, etc., as directed by the Pastor in accordance with the parish maintenance schedule (this can be done with volunteers as need arises).

*Perform other tasks required such as:*

- Emergency clean-ups, handling heavy items, moving chairs, rearranging supplies and furniture, etc.

- Shovel snow, remove ice, and salt the walkways in the winter to ensure safe accessibility to facilities (what is not contracted out).
- Watering of outdoor garden and lawn care during the summer, including cutting and trimming of the grass.
- Other duties, as required.

### **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 weekends, as assigned
- Requires standing for extended periods, walking, bending, reaching and lifting up to 50 lbs.
- 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. Simon Tuh Bung** at [stannspe@archtoronto.org](mailto:stannspe@archtoronto.org). Deadline for receipt of applications is **November 7, 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.*