

Employment Opportunity

CUSTODIAN

St. Norbert's Parish

100 Regent Road Toronto, ON M3K 1H3

Part time (6 hours per week)

Replacement Position

Target Hiring Salary: \$19 – \$21 per hour

Overview:

St. Norbert's Parish is seeking a part time Custodian who will be responsible for the 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:

- Clean hallways, washrooms, lavatories, rooms, vestibule, children's room, offices, cafeteria, entrances, etc., on a daily basis
- Clean and maintain all entrances to the church, office, and rectory, pay attention to the stairwell downwards near the rectory garage for collecting debris
- Check meeting rooms and hall and clean them as needed
- Clean garbage cans out in the church and sacristy as needed
- Vacuum the church and entrances as needed, once a week vacuum the church, clean the sanctuary space of debris, and wash the floors of the sanctuary space and the two side entrances, clean well the salt during the winter
- Clean of leaves and debris, ensure the doors and gate are locked after cleaning
- Lock up the church doors after mass
- Clean up the hall once a week (sweep, mop, clean out garbage bins as needed)
- Maintain and clean the church corridor joining the rectory to the church once a week
- Water plants once a week and take care of the garden and plants outside, specially during the summer
- Weekly boiler room maintenance
- Perform light maintenance as directed by the Pastor
- Check outside buildings for damage, litter and/or conditions of general deterioration
- Perform scheduled monthly, semi-annual, or annual janitorial duties, i.e. floor waxing, painting, window washing, carpet cleaning, etc., as directed by the Pastor in accordance with parish maintenance schedule
- Able to follow works and companies when they perform work in the parish
- Provide set-up and cleaning of facilities for evening or weekend activities as directed by the Pastor on an "as needed" basis
- Able and available to provide small repairs in the building
- Other duties as required

General Requirements:

- 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 communicate in English
- Good interpersonal skills, diplomacy and capacity to work cooperatively with staff, clergy and volunteers, parishioners
- Knowledge about Catholic Faith, its tenets and culture
- 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 if necessary
- 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

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Elissandro Caldas** at ecaldas@archtoronto.org. Deadline for receipt of applications is **Until the position is filled**. 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.