



Archdiocese
of Toronto

Employment Opportunity

CARETAKER & GROUNDSKEEPER

Our Lady of Sorrows Parish

3055 Bloor St W Etobicoke, ON M8X 1C6

Modified Full Time (20 hours per week, with possibility of increased hours)

Replacement Position

Target Hiring Salary: \$18 – \$20 per hour

Overview:

Our Lady of Sorrows Parish is seeking a modified full time Caretaker & Groundskeeper to provide a clean, safe and attractive environment for parishioners, employees, and clergy. The Caretaker will perform janitorial and custodial work, maintain the church building and property, and complete minor repairs. The successful candidate will report to the Pastor.

This position requires working on Mondays, Wednesdays and Thursdays each week, with a possibility of increased hours.

Responsibilities:

Daily:

- Walkabout inside and outside the church and grounds to check for safety hazards, proper lighting, condition of heating and air conditioning equipment, damages or repairs that may be required, and report any issues to the Pastor.
- Perform minor repairs and maintenance (e.g. change light bulbs, drywall patches, fix or replace toilet flush mechanism, repair pews & kneelers).
- Coordinate with property and maintenance vendors and trades people as required.
- Set-up and dismantle tables and chairs as needed.
- Sweep, dust, vacuum, and mop all areas of the church.
- Clean washrooms and restock disposables (soap, sanitizer, paper towels and toilet paper).
- Wipe down windows, doors, walls and surfaces throughout premises. Disinfect as required.
- Collect and dispose of garbage, recycling and green bin.
- Water indoor and outdoor plants as required.

Periodic/As Required:

- Inform Office Manager of needed maintenance supplies and equipment.
- Unpack, store, and organize supplies, verifying receipt and conditions of deliveries.
- Perform scheduled weekly, monthly, semi-annual or annual janitorial duties (e.g. waxing of floors, painting), as directed by the Pastor in accordance with the parish maintenance schedule.
- Assist with set-up for special liturgical seasons such as Christmas as well as special parish events.
- Maintain landscape and property (whatever is not contracted out).
- Respond to emergency calls and prioritize maintenance requests.

- Follow the health and safety regulations of the Archdiocese of Toronto.
- Other duties, as required.

General Requirements:

- Prior experience in maintenance and custodial services required.
- Fluency in English.
- Good interpersonal skills.
- Punctual, courteous, dependable, and friendly.
- Knowledge of use and maintenance of industrial cleaning equipment and supplies.
- Knowledge of simple plumbing, electrical and general repair work.
- Must be in good physical condition and strength, as this position requires standing for extended periods, walking, bending, reaching, and lifting up to 50 lbs.
- A capacity to perform the work outlined above with minimum supervision.
- Ability to work on weekends and/or holidays.
- Understanding of the Catholic Church, its culture and principles, and respect for its leadership.
- 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 vacation at 20 hours per week
- 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: **Rev. Christopher Cauchi** at fr.chris@sorrows.ca. Deadline for receipt of applications is **June 15, 2026**. 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.