



Archdiocese  
of Toronto

## **Employment Opportunity**

### **PARISH CUSTODIAN**

#### **Archdiocese of Toronto**

Casual Positions in the Northern Pastoral Region

#### **Overview:**

The Archdiocese of Toronto is seeking casual Custodians to provide coverage for employee absences on an as-needed basis in the Northern Pastoral Region (York and Simcoe Region). This position is responsible for handling the custodial and maintenance duties of the parish building and parish grounds.

#### **Responsibilities:**

- Sweep, vacuum, clean and wet mop all areas of the church and office
- Keep the Halls, kitchen, sacristy and appliances clean on a regular basis
- Responsible for the maintenance needs of the church complex and its surrounding property
- Dispose of garbage from church and office and dispose it in appropriate garbage bins outside
- Wash and sanitize washrooms, including sinks and toilets
- Restock all disposables (e.g. soap, toilet paper, paper towel, etc.)
- Set up and arrange Church hall and meeting rooms for events and meetings as requested
- Maintenance and repair of church equipment/tools, and the replacement of electrical/building parts as needed
- Undertake occasional custodial and janitorial tasks such as lifting heavy items, moving chairs, re-arranging supplies and furniture, etc.
- Ensure the upkeep of the church HVAC, Security Alarm, and Fire Safety Systems
- Walkabout inside and outside church grounds to check for safety hazards such as lighting, steps, handrails in good condition, no slip/trip hazards, litter, etc.
- Shovel snow, remove ice, and salt the walkways in the winter to ensure safe accessibility to facilities (what not contracted out)
- Perform maintenance and minor repairs (pew repairs, kneelers, doors, chairs, replacing broken switches, fixing door handles, minor leaks etc., as required)
- Respond to emergency calls/maintenance requests as required
- Open and close church as required and prepare items for Masses; funerals, weddings, and special events
- Other duties as required

#### **General Requirements:**

- Mechanically inclined and proficient with use of small hand tools and other related equipment.
- Proven experience in a custodian, janitor position, or similar role.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of the safe disposal of chemical liquids and other hazardous materials.

- Must be in very good physical condition and strength, as this position requires standing, and bending for extended periods of time, walking, reaching and lifting up to 50 lbs.
- Able to work cooperatively with clergy, staff, volunteers of the church, related organizations and external contractors.
- Flexibility in work schedule and the ability to accept work assignments on short notice.
- Previous parish experience preferred.
- Knowledge of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- 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, and your availability (days and hours), noting position number **2024-04** to: **Kelly Punzalan, Human Resources Coordinator** at [hr@archtoronto.org](mailto:hr@archtoronto.org). 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.*