

Employment Opportunity

CUSTODIAN

St. Gabriel's Parish

670 Sheppard Ave. East, North York, ON M2K 1B7

Part time (Up to 19 hours per week)

Replacement Position

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

Overview:

St. Gabriel's Parish is seeking a part time Custodian who will be responsible for handling the custodial and maintenance duties of the parish building and parish grounds. It is possible for this position to convert to full-time status.

Responsibilities:

- Sweep, vacuum, clean and dust/wet mop all areas of the church and office.
- Keep all rooms, kitchen, sacristy and appliances clean on a regular basis.
- Responsible for the maintenance needs of the church building, premises and its surrounding property.
- Dispose of garbage from church and office and place bins out for collection on assigned days.
- Wash, clean and sanitize washrooms, including sinks and toilets.
- Restock all disposables (e.g. soap, toilet paper, paper towel, etc.).
- Wash and wipe down windows, doors, glass doors, fixtures, walls and surfaces throughout the premises. There is a need for use of ladders and lifts.
- Set up and arrange gathering space, 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 tasks such as lifting heavy items, moving chairs, re-arranging supplies and furniture, etc.
- Ensure the upkeep of the church HVAC, Security Alarm, Plumbing 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.
- 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 from time to time.

General Requirements:

- 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, including assignments outside regular office hours, including weekends.
- Previous parish experience preferred.
- A faith-based understanding 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 to: **Fr. Paul Ruttle, CP** at **pruttle@stgabrielsparish.ca**. Deadline for receipt of applications is **January 21, 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.