



Archdiocese
of Toronto

Employment Opportunity

CUSTODIAN

All Saints Parish

1415 Royal York Rd Etobicoke, ON M9P 3A7

Modified full time (25 hours per week)

New Position

Target Hiring Salary: \$20 – \$21 per hour

Overview:

All Saints Parish is seeking a modified full time Custodian to be responsible for the janitorial and custodial duties, maintenance and basic repairs of the church and its property to ensure a clean, safe and attractive environment for all parishioners, employees and residents. The successful candidate will report to the Pastor.

Responsibilities:

- Open the church in the morning for Mass.
- Sweep, vacuum, clean and wet mop all areas of the church, parish hall and office.
- Dispose of garbage from the church, hall and upstairs and downstairs offices/rooms and dispose it in the appropriate garbage bins outside.
- Wash and sanitize washrooms, including sinks and toilets.
- Restock all disposables (e.g. soap, toilet paper, paper towel, etc.)
- Maintain cleanliness of the outdoor areas of church and rectory, including picking up litter, sweeping and in the winter to ensure safe accessibility to facilities.
- Maintenance and minor repairs of church and equipment (pew repairs, kneelers, doors, chairs, replacing broken switches, fixing door handles, minor leaks etc.)
- Undertake occasional tasks such as lifting heavy items, moving chairs, re-arranging supplies and furniture, etc.
- Walkabout inside and outside church grounds to check for safety hazards such as lighting, steps, handrails in good condition, no slip/trip hazards, etc.
- Coordinate with the office administrator to maintain inventory and order supplies/equipment.
- Perform scheduled weekly, monthly, 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 parish maintenance schedule (this can be done with volunteers as need arises).
- Keep the hall kitchen and its appliances clean on a regular basis.
- Other duties, as required.

General Requirements:

- Proficient in English.
- Prior maintenance and custodial service experience an asset.
- 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 floor cleaning machines, lawn mowers, 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.
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- 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 25 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: **Fr. Gustavo Campo** at **allsaintset@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.