



Employment Opportunity

PARISH CUSTODIAN

St. John Chrysostom Parish

432 Ontario Street Newmarket, ON L3Y 2K4

Full time (35 hours per week)

Replacement Position

Target Hiring Salary: \$19.50 – \$22.00 per hour

Overview:

St. John Chrysostom Parish is seeking a full time Parish Custodian who will be responsible for the custodial and maintenance duties of the parish buildings and parish grounds to ensure a warm and clean environment for those who enter the church. This position may require the flexibility of working on weekends or evenings. The successful candidate will report to the Parish Priest and the Office Administrator.

Responsibilities:

- Perform security checks at the beginning and the end of each day
- Sweep, vacuum, clean and wet mop all areas (to include church, entrances, sacristy, offices, meeting rooms, hall, kitchen, washrooms, etc.)
- Wash and sanitize washrooms, including sinks and toilets
- Restock all disposables (soap, toilet paper, paper towels, etc.)
- Daily removal and disposal of garbage and recycling from church, sacristy, offices meeting rooms, hall, kitchen, washrooms and lobby into appropriate containers
- Maintain sufficient stock levels of consumable items and coordinate with the Office Administrator or Parish Secretary to order supplies/equipment as needed
- Ensure proper setup and take down of meetings, events, funerals, weddings, etc. in a timely manner
- Emergency clean-ups, handling heavy items, moving chairs, rearranging supplies and furniture, etc.
- Check that the parish hall/kitchen areas and appliances are kept clean
- Perform weekly dishwasher check
- Perform scheduled monthly, semi-annual, or annual janitorial duties, i.e. floor waxing, window washing, carpet cleaning, etc. in accordance with the parish maintenance schedule
- Perform maintenance and minor repairs as needed (pew repairs, kneelers, doors, chairs, broken switches, fixing door handles, minor leaks, etc.)
- Monitor equipment and church property to check for maintenance, repair and safety issues and notify the Pastor, Office Administrator and/or Property Manager
- Clear snow from walkways/entrances and spread de-icing material as necessary (what is not contracted out)
- Maintain outdoor areas clean (what is not contracted out) and assist teams of volunteers who provide services to the church such as Garden and Decorating ministries
- Serve as primary contact for facility related emergencies, which may require occasional evening or weekend work)

- Other duties, as required

General Requirements:

- High School Diploma
- Minimum 5 years of related work experience in a maintenance, custodian, janitor or similar role
- Mechanically inclined and proficient with use of small hand tools and other related equipment
- Must be in particularly good physical condition and strength, as this position requires standing, bending for extended periods of time, walking, reaching and lifting to 50 lbs.
- Able to work with minimum supervision
- Attention to detail and good organizational skills are assets
- Good people skills and ability to collaborate cooperatively with clergy, staff and external contractors
- Ability to work in a fast-paced environment; multitask and meet deadlines
- Flexibility in work schedule and the willingness to accept work assignments on short notice
- Valid Ontario Driver's License
- 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 annual vacation upon hire
- 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. Landorff Garcia Mariona** at fr.landorff@stjohnsnewmarket.ca. Deadline for receipt of applications is **January 17, 2024**. 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.