



St. Bernadette Catholic Church



Archdiocese
of Toronto

Employment Opportunity

CUSTODIAN & GROUNDSKEEPER

St. Bernadette Catholic Church

21 Bayly Street East Ajax, ON L1S 1P2

Full time (35 hours per week)

Replacement Position

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

Overview:

St. Bernadette Church is seeking a full time Custodian & Groundskeeper who is responsible for the custodial services and basic repairs of the church and its property to ensure a clean, safe and attractive environment for all parishioners, staff and resident priests. The successful candidate will report to the Pastor.

Responsibilities:

- Regular walkabout inside and outside church and church grounds to check for maintenance issues and concerns, safety hazards and address issues as they arise
- Secure and close the church; open and unlock the church as occasionally requested
- Sweep, dust, vacuum, mop all areas of the church, parish hall, hallways including pews and sanctuary
- Clean washrooms and restock toilet paper and paper towel
- Disinfect all areas and items as required
- Monitor heating and air conditioning equipment
- Work with Property & Building Council in testing fire safety systems monthly
- Collect and dispose of garbage and recycling from church, washrooms, offices, Parish Hall especially post parish events or meetings
- Keep garbage containers organized and area clean
- Set-up and dismantle tables and chairs in church narthex, parish hall, boardroom, meeting rooms as needed
- Some shoveling of snow and cleaning, salting walkways to ensure safe accessibility (what is not under contract)
- Inform Pastor/Parish Secretary of supplies needed and work to re-order
- Occasional repairs and construction work, at direction of Pastor
- Inform Pastor of damages, repairs and priority maintenance needs
- Maintain landscape and property (i.e., picking up litter, sweeping, pressure washing, some gardening and landscaping duties)
- Assist with set-up for special liturgical seasons such as Advent, Lent, Christmas, Easter, etc.
- Work with Pastor at times various Project Managers of Property & Building Council in overseeing contract work at parish
- Monitor parking lot and assist with parking duties when needed
- Other duties, as required

General Requirements:

- Prior maintenance and custodial services a strong asset
- Fluency in English

- Good interpersonal skills; diplomacy, gentleness, a capacity to work cooperatively with clergy, staff and volunteers of the church, parishioners, related organizations and external contractors
- Some understanding of the Catholic Church, its culture and principles and respect for its leadership
- Ability to assess immediate maintenance and custodial needs and to prioritize tasks
- Requires standing and physical work (exertion); walking, bending, reaching and lifting up to 50 lbs.
- Ability to work on weekends
- 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. Chris Lemieux** at **pastor@stbernajax.com**. Deadline for receipt of applications is **February 10, 2025**. 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.