



Archdiocese  
of Toronto

## **Employment Opportunity**

### **CUSTODIAN & GROUNDSKEEPER**

#### **St. Clare Catholic Church**

133 Westmount Ave Toronto, ON M6E 3M6

Full time (35 hours per week)

Replacement Position

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

#### **Overview:**

St Clare 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:**

- Be responsible for holding a copy of parish keys
- 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 requested
- Sweep, dust, vacuum, clean and wet mop all areas of the church and parish hall
- Keep storage areas clean and organized
- Clean/sanitize washrooms and restock toilet paper, paper towel and soap
- Disinfect all areas and items as required
- Keep the parish hall, Hall kitchen, sacristy and appliances clean on a regular basis
- Responsible for the maintenance needs of the church complex and its surrounding property
- Collect and dispose of garbage and recycling from church, sacristy, washrooms, parish hall especially post parish events or meetings
- Keep garbage containers organized and area clean
- Set-up and dismantle tables and chairs in parish hall as needed
- Some shoveling of snow and salting of staff parking lot to ensure safe accessibility
- Maintain landscape and property (i.e, picking up litter, sweeping, minimal gardening)
- Inform Pastor/Parish Secretary of supplies needed and work to re-order
- Perform maintenance and minor repairs (pew repairs, kneelers, doors, chairs, replacing broken switches, fixing door handles, minor leaks etc., as required)
- Inform Pastor of damages, repairs and priority maintenance needed
- Assist with set-up for special liturgical seasons such as Advent, Lent, Christmas, Easter, etc.
- Other duties as required

#### **General Requirements:**

- Prior maintenance and custodial services a strong asset
- Fluency in English
- Mechanically inclined and proficient with use of small hand tools and other related equipment.
- 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
- Knowledge 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
- 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. Jomon George** at **stclaresto@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.*