



Employment Opportunity

PARISH CUSTODIAN AND SACRISTAN

St. Aidan Parish

3501 Finch Ave. E. Scarborough, ON M1W 2S2

Full-Time (35 hours per week)

Overview:

St. Aidan's Parish is seeking a full-time Custodian to be responsible for the custodial tasks, maintenance, cleaning and managing of the property of the Parish, as well as some Sacristan duties.

Responsibilities:

- Maintain floors and carpets (e.g., sweeping, mopping and vacuuming) throughout the church, including under the pews, washrooms, meeting rooms, and Parish Hall
- Clean, service and sanitize washrooms and kitchen areas
- Wash windows, glass doors, mirrors and fixtures using both step and extension ladder as needed
- Maintain adequate inventories of church wares, cleaning supplies, toiletries and lighting (e.g., soap, toilet papers, paper towels, etc.)
- Coordinating with office staff to maintain inventory, and order supplies and equipment.
- Remove debris and inappropriate articles found within the building facility, entrances to the church, within property perimeters, parking lot, and lawns.
- Ensure all entrances and walkways to the church are free of snow and ice as required to support Mass schedules where not covered by a separate contractor.
- Set-up tables and chairs as required for events/activities and return to storage afterwards
- Assisting contractors, parish groups and third-party companies requiring access to the parish properties, and supervising these groups and individuals where necessary.
- Assisting with liturgical decorations as required.
- Preparing things for the celebration of the Mass, and other liturgical events, and cleaning up afterwards.
- Perform routine checks, general maintenance (e.g., painting, lighting, etc.,) and simple repairs (e.g., pews, kneelers, doors, minor leaks, lighting fixtures, etc.)
- Observe appearance and condition of premises and equipment; report anticipated and preventative repair situations, safety hazards, security issues, or conditions that require the services of licensed tradesmen or contractors, to the Pastor. Co-ordinates with property and maintenance companies and trades people as required.
- Respond to emergency calls/maintenance requests as required
- Other duties as assigned by the Pastor

General Requirements:

- Good communication and problem-solving skills.
- Some knowledge of building safety requirements.
- Prior maintenance and custodial services are a strong asset.



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- Proficiency with small hand tools and ability to operate machinery such as snowblowers.
- Ability to work on both weekdays and weekends and offer flexible hours, as required.
- Physical ability to do work involving walking, bending, reaching for extended periods of time; and lifting up to 50 lbs.
- Ability to work cooperatively and diplomatically with clergy, staff, volunteers, organizations and contractors.
- Minor repair skills.
- Understanding of the Catholic Church, including its tenets and culture, as well as a good understanding of the celebration of the Mass.
- A criminal background check and compliance with the employee policies of the Archdiocese of Toronto 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. Steven Szakaczki** at **SSzakaczki@archtoronto.org**. We will receive applications until we find a suitable person for the job. 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.