



St. Bernadette Catholic Church

Employment Opportunity

Parish Custodian & Groundskeeper

21 Bayly Street East, Ajax, Ontario

35 hours per week (Full-Time)

Overview

The Parish of St. Bernadette is seeking a 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 and will work closely with the Property & Building Council.

Responsibilities & Duties

- 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.
- Monitoring of heating and air conditioning equipment
- Working with Property & Building Council in testing fire safety systems monthly
- Collection of 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 and/or Vice-Chair of Property & Building Council of damages, repairs and priority maintenance needs
- Maintaining 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 and/or Vice-Chair and 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 periodic and occasionally on weekend for a few hours
- A criminal background check and compliance with current COVID-19 policies of the Archdiocese of Toronto will be required of this candidate.

All applicants wishing to be considered for this position should submit their resume and a cover letter in MS Word or PDF format to the Pastor, Father Chris Lemieux at pastor@stbernajax.com The deadline for receipt of applications is May 31, 2023. 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.