



Archdiocese
of Toronto

Employment Opportunity

FACILITIES COORDINATOR

Our Lady of Sorrows Parish

3055 Bloor St W Etobicoke, ON M8X 1C6

Full Time (35 hours per week)

New Position

Hiring Salary: \$24 per hour

Overview:

Reporting to the Operations Manager, the Facilities Coordinator is responsible for the day-to-day maintenance, care, and upkeep of parish buildings and grounds. The successful candidate will perform routine maintenance and repairs, monitor building conditions and systems, coordinate service calls and smaller maintenance projects, assist with contractor access and oversight, support parish events and major liturgical seasons, and perform custodial duties as required. The Facilities Coordinator helps ensure that parish facilities remain safe, functional, clean, and welcoming.

This position is generally scheduled Monday through Friday, from 7:30 am to 3:30 pm, including a one-hour unpaid lunch and flexibility required during major liturgical celebrations, seasonal projects, emergency situations, and occasional evening or weekend parish activities.

Responsibilities:

Facility Maintenance and Operations (Daily / Weekly)

- Conduct routine inspections of parish buildings, grounds, equipment, and mechanical systems
- Identify maintenance needs and report concerns to the Operations Manager
- Monitor the condition and operation of HVAC, plumbing, lighting, electrical, safety, and security systems
- Perform minor repairs and maintenance work, including painting, drywall repairs, light carpentry, hardware replacement, plumbing repairs, and other general maintenance tasks
- Respond to maintenance requests in a timely manner
- Ensure parish facilities remain safe, functional, and presentable

Preventive Maintenance

- Follow and implement the Archdiocesan Parish Property Maintenance Guidelines and assist in adapting them to the needs of the parish
- Carry out scheduled maintenance inspections and routine maintenance activities
- Maintain records of inspections, repairs, maintenance activities, and service calls
- Assist in identifying maintenance priorities and future repair needs

Contractor and Service Coordination

- Obtain quotations and coordinate service calls for routine maintenance and smaller repair projects, as directed by the Operations Manager
- Assist with scheduling contractor visits and providing access to parish facilities

- Monitor the completion of contracted work and report concerns or deficiencies to the Operations Manager
- Assist the Operations Manager with larger repair and capital projects as required

Grounds and Property Care

- Assist in maintaining parish grounds and exterior areas, complementing contracted landscaping and property maintenance services as required
- Monitor walkways, parking areas, landscaping, gardens, exterior lighting, and other outdoor spaces
- Perform seasonal property maintenance tasks not covered by outside contractors, including salting, snow and ice control, and general grounds upkeep as required
- Identify safety concerns, landscape issues, and exterior repairs requiring attention

Custodial Duties

- Sweep, dust, vacuum, mop, and maintain parish facilities as required
- Clean washrooms and replenish supplies
- Collect and dispose of garbage, recycling, and green bin materials
- Assist in maintaining meeting rooms, common areas, entrances, and other parish spaces
- Support overall parish cleanliness and readiness

Parish and Liturgical Support

- Set up and take down tables, chairs, and equipment for meetings, programs, and events
- Assist with preparations for major liturgical seasons and celebrations, including Advent, Christmas, Lent, Holy Week, Easter, and other parish events
- Work collaboratively with parish staff and volunteers to support parish activities and operations

Health and Safety

- Follow Archdiocesan health and safety policies and procedures
- Conduct routine safety inspections and report hazards promptly
- Assist in maintaining emergency preparedness and building safety measures
- Respond appropriately to facility-related emergencies
- Perform other related duties consistent with the responsibilities of the position

General Requirements:

- Minimum 3 years of experience in building maintenance, facilities maintenance, property maintenance, custodial services, or a related field
- Working knowledge of basic plumbing, electrical, mechanical, carpentry, and general repair work
- Experience using maintenance tools, equipment, and cleaning supplies safely and effectively
- Ability to identify maintenance issues and recommend appropriate solutions
- Strong organizational and time-management skills
- Ability to work independently with minimal supervision
- Good interpersonal and communication skills
- Dependable, punctual, courteous, and service-oriented

- Physical ability to stand, walk, bend, climb ladders, lift, carry, and perform manual work throughout the day
- Ability to lift up to 50 pounds
- Flexibility to work occasional evenings, weekends, or holidays as required
- Understanding of the Catholic Church, its culture and values, and respect for its leadership and mission
- Must be legally entitled to work in Canada
- A Criminal Background Check will be required of the successful candidate

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 Cauchi** at fr.chris@sorrows.ca. Deadline for receipt of applications is **September 14, 2026**. 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.