



Employment Opportunity

PARISH CARETAKER & GROUNDSKEEPER

Our Lady of Sorrows Parish

3055 Bloor St W, Etobicoke ON M8X 1C6

Modified Full Time (20 hours per week) with the possibility of increased hours.

Thursday – Sunday

Wage Range: \$17-\$20/hour

Overview:

Our Lady of Sorrows Parish is seeking a Caretaker & Groundskeeper to provide a clean, safe and attractive environment for parishioners, employees, and clergy. The Caretaker and Groundskeeper will perform janitorial and custodial work, maintain the church building and property, and complete minor repairs. The successful candidate will report to the Pastor.

Responsibilities:

Daily:

- Walkabout inside and outside the church and grounds to check for safety hazards, proper lighting, condition of heating and air conditioning equipment, damages or repairs that may be required, and report any issues to the Pastor.
- Sweep, dust, vacuum, and mop all areas of the church.
- Clean washrooms and restock disposables (soap, sanitizer, paper towels and toilet paper).
- Wipe down windows, doors, walls and surfaces throughout premises. Disinfect as required.
- Coordinate with property and maintenance vendors and trades people as required.
- Collect and dispose of garbage, recycling and green bin.
- Water indoor and outdoor plants as required.

Periodic/As Required:

- Inform Parish Secretary of needed maintenance supplies and equipment.
- Set-up and dismantle tables and chairs as needed.
- Unpack, store, and organize supplies, verifying receipt and conditions of deliveries.
- Perform scheduled weekly, monthly, semi-annual or annual janitorial duties (e.g. waxing of floors, painting), as directed by the Pastor in accordance with the parish maintenance schedule.
- Perform minor repairs and maintenance (e.g. drywall patches, fix or replace toilet flush mechanism, repair pews & kneelers).
- Assist with set-up for special liturgical seasons such as Christmas and Easter, as well as special parish events.
- Maintain landscape and property (whatever is not contracted out).
- Respond to emergency calls and prioritize maintenance requests.
- Follow the health and safety regulations of the Archdiocese of Toronto.
- Other duties, as required.



General Requirements:

- Prior experience in maintenance and custodial services required.
- Fluency in English.
- Good interpersonal skills.
- Punctual, courteous, dependable, and friendly.
- Knowledge of use and maintenance of industrial cleaning equipment and supplies.
- Knowledge of simple plumbing, electrical and general repair work.
- Must be in good physical condition and strength, as this position requires standing for extended periods, walking, bending, reaching, and lifting up to 50 lbs.
- A capacity to perform the work outlined above with minimum supervision.
- Ability to work on weekends and/or holidays.
- Knowledge of the Catholic Church, its culture and principles, and respect for its leadership.
- A criminal background check 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. Christopher Cauchi (Pastor)** at **fr.chris@sorrows.ca**. Deadline for receipt of applications is **January 23, 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.