

## EMPLOYMENT OPPORTUNITY

### Parish Caretaker

### Our Lady of the Airways Parish

(Permanent Part-time – 28 hours per week)

Location: 7411 Darcel Avenue, Mississauga, ON L4T 2X5

#### **Overview:**

Our Lady of the Airways Parish is seeking a Caretaker who is responsible for custodial services and basic repairs of the church and its property in order to ensure a clean, safe and attractive environment for all parishioners, employees and residents.

#### **Responsibilities:**

- Sweeps, vacuums, cleans and mops all areas of the church
- Cleans washrooms and restocks toilet paper and paper towel
- Disposes of garbage, recycling and compost from church and disposes in appropriate garbage bins outside
- Maintains outdoor areas (church and rectory), including picking up litter, sweeping and gardening and landscaping duties
- Shovels snow, removes ice and salts walkways in the winter to ensure safe accessibility to facilities
- Monitors votive candles and replace, when needed
- Sets up and arranges hall and church for events and meeting as requested
- Responsible for proper inventory of maintenance and supplies, as well as for monitoring equipment maintenance and repair. Notifies the pastor in case of any damages or repairs that may be required in the church property
- Performs scheduled monthly, semi-annual or annual janitorial duties (e.g., painting, window washing, etc.) as directed by the pastor in accordance with parish maintenance schedule
- Occasional small repairs, and other duties as required, when requested by the pastor

#### **General Requirements:**

- High School Diploma
- Prior maintenance, custodial services and grounds keeping skills required
- A capacity to perform outlined tasks with minimum supervision and work cooperatively with staff, clergy and volunteers of the church, related organizations and external contractors
- Mechanically inclined and proficient with use of small hand tools and other related equipment such as lawn movers, snow blowers, etc.
- Ability to assess immediate maintenance and custodial needs and to prioritize tasks
- Must be willing to work a variety of days and hours, including weekends, as assigned
- Requires standing for extended periods, walking, bending, reaching and lifting up to 50 lbs.
- A criminal record check will be required

To be considered for this position, you must submit (in MS Word or PDF format) a current résumé and cover letter to **ourladyoftheairways@bellnet.ca** by **October 1, 2016**. 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.*