

Custodian and Maintenance Job Description

Supervisor:

The Pastor/Administrator is the direct supervisor. The Business Manager is the daily supervisor.

Key Functions

Key functions may include but are not limited to the following functions.

- ❖ Oversees and/or completes the maintenance and cleanliness of the parish buildings and its surroundings including the parish hall, parking lot, grounds, and the rectory.
- ❖ Snow removal during winter months.
- ❖ Regularly inspects the parish facilities to assess the necessary maintenance and repair requirements and reports all findings to the Pastor/Administrator or the Business Manager.
- ❖ Do necessary maintenance as required. Obtain approval from the Pastor/Administrator or the Business Manager to hire necessary people to carry out maintenance.
- ❖ Regularly inspects and maintains records of all furnaces, water heaters, etc. for the parish facility.
- ❖ Maintains an inventory of all cleaning supplies and orders new supplies as required.
- ❖ Is available for training as required.
- ❖ On occasion, may be asked to work on a week-end. For example, snow removal on the week-end.
- ❖ Other duties as assigned by the Pastor/Administrator or the Business Manager.

Qualifications

Qualifications may include but are not limited to the following factors.

- ❖ Must be at least 18 years of age.
- ❖ Able to work independently.
- ❖ Have a valid driver's license and a vehicle.
- ❖ Have sufficient skills and maturity to serve the parish as outlined in the key functions section of this document.
- ❖ Is capable of lifting and moving objects of at least 23 kg (50 pounds).
- ❖ Must have good organization skills and the ability to multi-task under time constraints.
- ❖ Has a basic understanding of building codes, legislation, fire regulations, Workplace Hazardous Material Information System (WHMIS) and health and safety procedures.
- ❖ Can relate effectively and communicate clearly with others.
- ❖ It may be advantageous to have experience in various areas including: landscaping, electrical, plumbing, construction, etc.
- ❖ Able to obtain a current Criminal Record Check and provide references.
- ❖ Provide 2 references upon request.

Working Conditions

- ❖ Full-time position 35 hours/week. There is some flexibility on daily hours depending on requirements of the parish.
- ❖ Salary commensurate with experience
- ❖ Benefits follow the Archdiocesan Benefit Package.
- ❖ Paid sick leave is 1.25 days per month.
- ❖ Overtime: Time off in Lieu
- ❖ Occasionally may be asked to work evenings or weekends
- ❖ Probationary period will be 6 months.
- ❖ Vacation 3 weeks per year. 4 weeks after 8 years of service.
- ❖ There will be ongoing supervision with an evaluation process during the probationary period. After the probationary period, evaluation will occur yearly.

Application deadline:

- ❖ Submit resume by September 20, 2023, to:

Sharon Bender
Holy Child Parish
2636-7th Ave. E.
Regina, Sk.
S4N 6A3
s.bender@sasktel.net