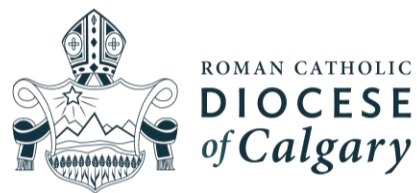


# CAREER OPPORTUNITY *for*

Caretaker (Full-time)

St. Bonaventure Parish



## REPORTS TO

Pastor

## OVERVIEW

The Caretaker is responsible to oversee all caretaking of the church including inside and outside care of the buildings and grounds. The Caretaker is expected to maintain church facilities in accordance with established standards.

## RESPONSIBILITIES

### Specific

- Secure church facilities – opening church and locking up at the end of the evening after ensuring that all people have left for the day/night.
- Perform a daily inspection around the outside of the building and report any potential maintenance issues. Collect and dispose of any garbage.
- Perform regular cleaning routine of the meeting rooms including emptying garbage, recycling items, cleaning and sanitizing door hardware, locking and unlocking rooms as needed.
- Ensure that any carpeting throughout the church, entrance areas, hallways and offices are vacuumed.
- Ensure all floors and stairways are washed and kept in clean and well-maintained condition, strip wax and buff all tile floors as needed.
- Ensure that the church and chapel surface areas are wiped and/or sanitized and disinfected as appropriate.
- Ensure that all washrooms are cleaned and stocked on a daily basis.
- Ensure the outside entrances are kept free of garbage, straighten mats, empty cigarette urns and garbage cans.
- Check pews after services and remove garbage from envelope holders.
- Sand and salt parking lot and sidewalks and removed snow from entrances and sidewalks during winter season if contracted snow removal agency is late or not available.
- Perform routine maintenance, including light carpentry, painting, and general repairs to buildings, furnishings and equipment.
- Understand all building mechanical equipment and systems; carry out minor repairs and maintenance and identify when maintenance and repairs are needed by outside contractors; bring the need for major repairs to the attention of the Parish Priest or other designated person.
- Keep interior and exterior windows in a clean condition.
- Opening meeting rooms for ministries and ensuring they are locked after use.
- Set up and take down chairs and tables for meetings as required.

- Keep mechanical rooms in a neat and clean condition.
- Perform other related duties from time to time as assigned by the Parish Priest or other designated person.

## QUALIFICATIONS

- Minimum of one year caretaking experience; preferably two years'
- Attention to detail
- Excellent customer service
- Positive, engaging personality with strong work ethic

## PHYSICAL DEMANDS

- Must be able to stand and walk for long periods of time
- Constant movements of the neck in all directions required when completing assignments
- Ability to work with cleaning chemicals
- Able to lift, push and pull objects up to 50 lbs.
- Able to climb ladders
- Able to bend, kneel, twist, lift above your shoulders as needed
- Able to work outdoors in inclement weather (snow shovelling, parking lot control in winter snow conditions and spring rain conditions)
- Frequent: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

## HOURS OF WORK

Monday to Friday; 11:00 am to 8:00 pm including a 1-hour unpaid break

## SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

## WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 1 year of employment
- Personal/Flex days
- Opportunities for employee development

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **4 pm on Monday, September 19, 2022**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.