

# **CAREER OPPORTUNITY for**

## **Caretaker (Full-Time)**

### **St. Mary's Parish, Brooks**

## **OVERVIEW**

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

## **RESPONSIBILITIES**

- Ensure building is maintained in a clean and orderly manner including washing, vacuuming and polishing floors, washing walls, cleaning bathrooms, washing windows, dusting throughout the church facility (including pews, sanctuary, sacristy, statues, etc.)
- Securing church facilities – opening church and locking up at end of evening after ensuring that all people have left for the night
- Performing a daily inspection around the outside of the building and reporting any potential maintenance issues
- Performs regular cleaning routine of the meeting rooms including emptying garbage, recycling items, cleaning and sanitizing door hardware, locking & unlocking rooms as needed
- Ensure that the any carpeting throughout the church and entrance areas are vacuumed and all floors kept clean
- Church Entrance – carpet vacuumed, floors damp mopped, hand-railings cleaned and disinfected, garbage removed
- Ensure that the Sanctuary, office administration area and church entrance(s) are vacuumed, floors damp mopped, surface areas wiped and/or sanitized and disinfected as appropriate (i.e. pews, hand rails, door hardware)
- Ensure that all washrooms in the building are cleaned and stocked on a daily basis (flush toilets; wipe sinks, mirrors & counters; empty garbage; replenish toilet paper, hand towels, soap dispensers; clean and sanitize door hardware; sanitize baby change tables)
- Ensure the outside entrances are kept free of garbage, straighten outside mats, empty cigarette urns
- Check pews after services and remove garbage from the envelope holders
- Sand and salt parking area and sidewalks as well as snow removal of entrances and sidewalks during winter season and in correlation with Mass times and other events
- Keep interior and external windows in a clean condition
- Opening meeting rooms for ministries and ensuring they are locked after use
- Assisting with room set-up and take-down (tables and chairs)
- Clean the rectory including all bedrooms, washrooms, kitchens, dining rooms and hallways.
- Other duties as assigned by the Pastor related to the operations of the parish.

## QUALIFICATIONS

- Minimum of one year caretaking experience; preferably two years
- Skills in order to assist with set-up of equipment for Mass and other meetings
- Attention to detail
- Excellent customer service
- Positive, engaging personality with strong work ethic
- Must be comfortable working in a Catholic environment

## HOURS OF WORK

40 hours/week as determined by the Pastor

## SAFE ENVIRONMENT

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

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

## 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 25 lbs.
- Frequent: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects
- 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)

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

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

Applications will be accepted until **4pm on Wednesday, March 20, 2024**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.