



CAREER OPPORTUNITY *for*

Caretaker (Casual)

St. Ambrose Parish, Coaldale

OVERVIEW

Caretakers are an important part of the Parish. They ensure a clean, safe and attractive facility (including the Church, Parish Hall, and office) that functions efficiently, without interrupting the purpose of the building. Their work allows parishioners and visitors to take full advantage of parish facilities and encourages positive public relations.

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, choir loft, etc.)
- Maintain the internal environment of the building
- Create and maintain a positive impression of our church by having high standards and a strong work ethic
- Must be able to maintain an effective relationship with the Pastor, take direction and complete tasks in a timely manner
- Other duties as assigned by the Pastor

QUALIFICATIONS

- High School Diploma
- 2-3 years of experience in a caretaker or related position
- Ability to work independently and as a member of a team
- Displays active listening skills

HOURS OF WORK

2 days/week (Friday & Sunday) for 3-4 hours/day

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 the Model Code of Conduct

KEY RELATIONSHIP

Pastor, Parish staff, Parishioners, Volunteers, Visitors to the Parish, Pastoral Centre staff

PHYSICAL DEMANDS

- Constant walking, bending, lifting
- Exposure to cleaning chemicals that may require Personal Protective Equipment
- Occasional lifting to 20 lbs/9 kg
- Frequent: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

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. No phone calls please.

Applications will be accepted until **4pm on Wednesday, March 27, 2024**. 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.