

CAREER OPPORTUNITY *for*

Caretaker (Full-time)

St. Peter's Parish, Calgary

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

- Oversee the safety and security of the building by supervising access for meetings and events, and ensuring at the end of the day and after events that all doors are locked and the lights are turned off.
- Perform routine maintenance, including light carpentry, painting, and general minor repairs to buildings, furnishings and equipment
- Keep mechanical rooms in a neat and clean condition
- Set up and take down chairs and tables for meetings as required
- Vacuum and keep in a clean condition, all carpeted rooms in the church and throughout the buildings, furnishings and equipment
- Wash, strip, wax and buff all tile floors and stairways and keep in a clean and well-maintained condition
- Monitor washrooms so they are clean, stocked and in full working order
- Keep interior and exterior windows in clean condition
- Collect and dispose of all interior trash, garbage and recycling as well as pick up garbage from the exterior grounds
- Perform duties and responsibilities according to Work Schedule
- Understand all building mechanical equipment and systems, 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
- Perform other related duties as assigned by the Parish Priest

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

HOURS OF WORK

35 hours/week, 5 days/week; includes weekends.

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

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months 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>
- 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. No phone calls please.

Applications will be accepted until ***a suitable candidate is found***. 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.