

# **CAREER OPPORTUNITY** for Caretaker and Maintenance Worker (Full-time) St. James, Okotoks

## OVERVIEW

The Caretaker and Maintenance Worker is responsible for executing and coordinating all caretaking of the church including inside and outside care of the buildings and grounds. This individual 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. When required, ensure, 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 along with minor electrical/plumbing tasks.
- Keep mechanical rooms in neat and clean condition.
- Set up and take down chairs and tables for meetings as required.
- Vacuum and keep in clean condition all carpeted rooms in the church and throughout the buildings including 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.
- Participate as an active member of the Parish Property Administration Committee (PPAC).
- 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.
- Maintain preventative maintenance schedules on various equipment (ie filter changes, AED checks, annual service requirements as per regulation)
- Perform and maintain records of regular monthly audits of St James Parish Facility.
- Perform specific kitchen maintenance activities as agreed upon with Kitchen Committee and PPAC.
- Ensure post event kitchen cleanliness assessments are completed and recorded. Communicate any deficiencies to the Office Staff.
- Other duties as assigned by the Pastor related to the operations of the parish.

## QUALIFICATIONS

- Minimum of two years of caretaking/ maintenance experience; preferably 3 plus years
- Able to assist with set-up of equipment for Mass and other meetings
- Attention to detail, problem solving, creativity, and communication
- Experience using Microsoft word/excel/email
- Positive, engaging personality with strong work ethic and enjoys working with the public
- Workplace Hazardous materials Information certificate (WHMIS)
- Valid Class 5 Current Drivers license
- Standard first aid and CPR level C and AED
- Physically able to lift and manipulate items weighing up to 25 kgs

## HOURS OF WORK

35 hours/week. Flexibility with hours is required due to the nature of this role and will include some evenings and 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](mailto: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.