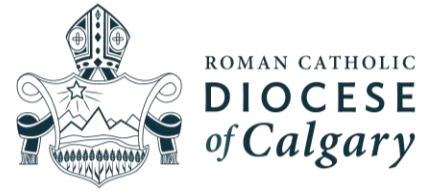


CAREER OPPORTUNITY *for*

Caretaker

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

- 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
- Vacuum and keep in a clean condition, all carpeted rooms in the church and throughout the buildings, furnishings and equipment
- 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
- Collect and dispose of all interior trash, garbage and recycling as well as pick up any trash or garbage from the exterior grounds
- Set up and take down chairs and tables for meetings as required
- Keep mechanical rooms in a neat and clean condition
- Perform duties and responsibilities according to Schedule “A” (Frequency Guidelines) and Schedule “B” (Day-by-Day Schedule)
- 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'
- 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

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.
- 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

KEY RELATIONSHIPS

- Parish Pastor and other clergy, parish staff, Parishioners, volunteers, Pastoral Centre staff

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 **4 pm on Wednesday, December 1, 2021**. 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.