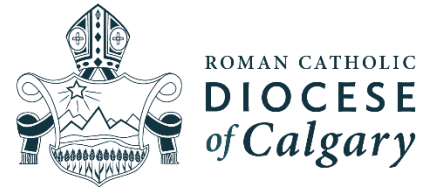


# CAREER OPPORTUNITY *for*

## Weekend Caretakers (2 Casual positions)

### Ascension Catholic Parish, Calgary



## OVERVIEW

The Weekend Caretaker is a visible presence during the weekend liturgies, responsible to oversee all minor caretaking of the church, and offering pertinent service as needed to ushers, guests, and priests.

## RESPONSIBILITIES

- Between liturgies,
  - perform regular cleaning routine of the meeting room, the narthex (cookie crumbs, spills) and bathrooms (narthex, chapel, hallway, lower level).
  - ensure the bathrooms are clean and stocked (toilet paper, soap, paper towels); wipe sinks, mirrors and counters, and empty garbage, including sanitary bins.
  - Ensure drinking fountains are clean and sanitized
- Securing church facilities – locking up at end of the evening, after ensuring that all people have left for the night, turning off TVs and lights, and setting the alarm. This includes performing an inspection of basement and office area, reporting any potential maintenance issues, and checking the outside of the Church before leaving.
- Church Entrance – in rainy or wintery conditions, help to mop or squeegee the entrance area; sand and salt sidewalks as well as snow removal of entrances and sidewalks during winter season.
- When necessary due to public policy, help to disinfect pews, doorhandles, etc.
- 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.
- Understand the basics of all building mechanical equipment and systems; identify when outside contractor service is required; learn how to set the alarm at the end of the day.
- Be familiar with the Emergency Procedures Binder.
- Report any health or safety incidents, as per the corresponding forms/manual, and submit to Pastor.
- Keep interior and external glass doors in a clean condition.
- Ensure that the forms in narthex are restocked.
- Replenish the votive candle racks and baskets.
- Restock prayer request forms and envelopes.
- Other duties include:
  - Assisting ushers with disposition of the collection after weekend Masses
  - Opening meeting rooms for ministries and ensuring they are locked after use
  - Assisting with occasional room set-up and take-down (tables and chairs)
  - Assisting with projector set-up before and after Masses, and occasionally help to project a video after Communion.
  - Operating light and sound switches; a working knowledge of our sound system.
- Rearranging tables and chairs for various meetings.
- Perform other related duties from time to time as assigned by the Pastor.

## QUALIFICATIONS

- Minimal experience needed; ability to adapt in order that the Church be presentable
- Basic familiarity with computer, ability to assist with set-up of audio/visual equipment for Mass and other meetings
- Attention to detail
- A respect for and hence a knowledge of attitudes required during Catholic services
- Excellent human relations skills, affability
- Positive personality with strong work ethic
- Physical requirements:
  - able to lift, push and pull objects up to 25 lbs.
  - 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)

## HOURS OF WORK

- **Position 1: Saturdays; 3:30pm to 8:30pm**
- **Position 2: Sundays; 8:30am to 5:30pm** (includes a 1 hour unpaid lunch break)

### Occasionally (Position 1 and/or 2):

- 4-5 hours weekly as needed to rearrange tables and chairs for various meetings.
- To offer the same services on the “extra weekends” that fall during the week: Christmas, New Year’s, etc.
- To help with the Easter Triduum, offering similar assistance

## 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

## 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. *Kindly indicate your interest by specifying which position you are applying for (Position 1, Position 2 or both).*

Applications will be accepted until **noon on Thursday, April 16, 2026**. 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.