



Archdiocese  
of Toronto

**Employment Opportunity**  
**Parish Janitor/Custodian & Grounds Keeper**  
**Immaculate Conception Parish**

300 Ansley Grove Road, Woodbridge, ON L4L 3W4  
Full time – 35 hours per week

**Overview:**

Immaculate Conception Parish is seeking a full time Janitor/Custodian & Grounds Keeper who is responsible for custodial services and basic repairs of the church and its property in order to ensure a clean, safe and attractive environment for all parishioners, employees and residents. The successful candidate will report to the Pastor/Administrator.

**Responsibilities:**

- Walkabout inside and outside church grounds to check for safety hazards such as lighting, steps, handrails in good condition, no slip/trip hazards, litter, etc.
- Unlock and open the church.
- Monitor votive candles and replace, when needed.
- Sweep, dust and vacuum clean and mop all areas of the church.
- Clean washrooms and restock toilet paper and paper towel.
- Disinfect all areas and items as required.
- Collect and dispose of garbage and recycling from church, washrooms, offices, rectory, hall, post parish events or meetings and outdoor garbage containers.
- Mop the floors as necessary of the vestibule of the church, basement meeting areas, church hall, stairs, washrooms etc.
- Set up and dismantle tables and chairs in boardrooms, meeting rooms and hall for meetings and events.
- Remove old posts from church bulletin boards in the church lobby.
- Shovel snow, remove ice, and salt the walkways in the winter to ensure safe accessibility to facilities (what not contracted out).
- Occasional small repairs, when requested by the pastor.
- Keep the pastor informed about supplies needed.
- Notify the pastor in case of any damages or repairs that may be required in the church property.
- Maintain outdoor areas of church and rectory including picking up litter, sweeping and gardening and landscaping duties.
- Assist with set up for special liturgical seasons such as Advent, Christmas, Lent, Easter etc.
- Other duties, as required.

**General Requirements:**

- Prior maintenance and custodial services required.
- This position will require being available to work on Saturdays and Sundays. Hours of work are based on flex hours as dictated by clean up requirements based on functions and activities going on.
- Fluency in English and some Italian language an asset.

- Good interpersonal skills, diplomacy and capacity to work cooperatively with staff, clergy and volunteers of the church, parishioners, related organizations and external contractors.
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- Ability to assess immediate maintenance and custodial needs and to prioritize tasks.
- Requires standing for extended periods, walking, bending, reaching and lifting up to 50 lbs.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Eugene Chianain (Pastor)** at **icparish@rogers.com**. Deadline for receipt of applications is **December 15, 2021**. We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*