

JOB DESCRIPTION

Job Title:	Maintenance/Custodian
Department/Group:	St. Teresa's Parish
Supervisor:	Parish Priest or Designate
Incumbent:	
Summary Statement/Purpose:	
<p>Reporting to the Parish Priest, St. Teresa's Parish of the St. John's Archdiocese Inc., this position involves overall the day-to-day cleaning/maintenance services as needed and/or assigned for St. Teresa's Parish to ensure efficient and effective maintenance of the buildings, grounds and equipment. This position requires an individual who can work with minimum or no supervision and to follow standardized processes. This individual will execute a proactive approach to the ongoing cleanliness/maintenance of properties by actively monitoring the complex buildings and ensuring the Parish Priest and/or the Property Committee are made aware of any necessary repairs. This position also requires the use of tools required for in house repairs and for grounds maintenance. This individual must be agreeable to undergo any training required pertaining to specific components of the overall maintenance and upkeep of property. This position also requires an individual who can be flexible in their work schedule. A valid driver's licence is required.</p>	
Primary Role and Responsibilities:	
<ol style="list-style-type: none"> 1. Develop and maintain a maintenance schedule that ensures all areas of the Parish are maintained in a proper manner. 2. Ensures public access to specific building(s) as per schedule. 3. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns – i.e. respond to calls from the alarm company. 4. Ensures buildings are maintained in a clean manner, that the church is cleaned after each event, burned out light bulbs are replaced; garbage collected and disposed of; etc. 5. Performs a variety of general and semiskilled maintenance activities (i.e. carpentry, painting, plumbing, electrical, etc.) for the purpose of building complex upkeep. 6. Provides setup and breakdown for special events. 7. Purchases and maintains an ongoing inventory of maintenance/cleaning supplies ensuring best price practice. 8. Monitor external snow clearing. 9. Spring cleanup of outside property and grounds including cleaning windows. 10. Ensure gardens and flowers are maintained, grass mowed and trimmed. 11. Ensure that interaction with co-workers, public and parishioners is courteous and polite. 12. Ensure outside contractors have access to work areas. Monitor contract work and ensure requirements of parish are being met. 13. Be familiar with the location and operation of electrical panels, City water shut-off 	

- valves, sewage cleanouts, fire and smoke alarms, etc.
14. When approved by Parish Priest or designate, ensure access to St. Teresa's is provided to outside individuals or groups.
 15. Performs other related duties as requested or assigned by Parish Priest or designate.

Qualifications:

Education and Experience Requirements:

- Grade XII or equivalent education.
- Skilled in use of equipment necessary to perform duties.
- Good physical health with ability to perform duties.
- Knowledge of safe work practices appropriate to job.

Knowledge, Skills and Abilities:

- Skill based competencies are required to perform the functions of the job.
- Knowledge of safe work practices appropriate to job.
- Ability to make exercise independent judgment to make appropriate operational decisions.
- Ability to communicate and respond to inquiries from the public.
- Ability to work as a team player and foster a positive work environment.
- Able to lift 50lbs or more.
- First aid training would be an asset.

Personal Competencies:

- Honest and trustworthy
- Good work ethic
- Team player
- Punctual and reliable
- Ability to work independently to complete assigned tasks with minimum or no supervision
- Flexible to meet changing job requirements
- Tactful, polite and courteous to co-workers and general public

Physical Requirements:

- Good physical health with ability to perform manual labor and use equipment required for the position.

Professional Designations/Memberships:

N/A

A Certificate of Conduct and Vulnerable Sector Check from the Royal Newfoundland Constabulary is required for the position.

Working Conditions:

Regular daily work schedule is based on 25 hours per week, Monday to Friday but flexibility in schedule necessary in case individual required for weekend tasks.

Signatures and Approvals:

I acknowledge and understand that:

Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kinds, and that my employment is at will. This job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions. I further understand that it is my responsibility to inform the St. Teresa’s Parish Priest or designate at any time that I am unable to perform these functions. Job duties, tasks, work hours and work requirements may be changed at any time.

I have read and understand this job description.

(Employee Signature)

(Date)

Reviewed by (Immediate Supervisor):

Approved by:

Date:

Approved by:

Date:

Last updated by:

Date: