

Employment Opportunity

St. Teresa's Parish is seeking an individual for cleaning/maintenance for 25 hours a week. This individual must be able to work independently, and duties will include, but not limited to, the overall cleaning of the Church, Rectory, office area and meeting rooms with seasonal responsibilities (grounds maintenance and monitoring of snow clearing). Proficiency and experience in the use of equipment required to efficiently perform tasks is needed. Experience in cleaning and outdoor maintenance and knowledge of workplace, health and safety rules and regulations are necessary. Efficient execution of these tasks in compliance with processes and procedures in place by the Archdiocese and the Parish is required. A detailed job description is available on the parish website.

Please submit your resumes to Theresa Whiffen, Human Resources Manager twhiffen@rcsj.org or fax to 709-726-3615. Resumes may also be dropped off at the Parish Office, 120 Mundy Pond Road. **The deadline for applications is Friday, March 8, 2024, 12 Noon.** Only those selected for interviews will be contacted. Questions please email: Phil at ST-Terasas-maint@outlook.com