

## **Position Description**

### **Winter Maintenance- Our Lady of Sorrows**

**Program/Department:** Facilities  
**Reports to:** Business Manager  
**Date Created:** October 15, 2021

#### **Position Summary:**

The individual is responsible for clearing snow from steps and sidewalks around the Church and Rectory and for applying salt as needed to ensure the safety of people on the premises. This position demands that work is completed in a timely fashion to ensure everyone's safety as they enter/exit the premises for scheduled Masses, meetings, funerals and other events.

#### **Duties/Responsibilities:**

- Refer to the attached schedule that outlines the areas within the scope of work and times when work must be completed by. This schedule may be modified if there are changes to Mass times.
- Note that the schedule identifies the minimum requirements. If there are meetings, funerals or other events, then snow clearing and salting would need to be completed an hour before they begin. The schedule of events is maintained on the Family of Parishes online calendar and this individual will be responsible to review this on a regular basis.
- Maintain a Winter Log outlining what areas were cleared and salted and when.

#### **Required Knowledge, Skills and Abilities:**

- Ability to be flexible in working hours based on events and weather
- Ability to work collaboratively with other members of the Pastoral Team, office staff and parish groups.
- Ability to work independently and prioritize work.

**Work Hours:** Occasional as required based on the weather

**Supervises:** None required.

**Compensation:** \$17.00 per hour paid monthly when hours are submitted.

**Vacation:** Not applicable as this is a contract position.