



## Roman Catholic Archdiocese of St. John's

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Maintenance/Custodian (Temporary)</b>
<b>Department/Group:</b>	<b>Corpus Christi Parish</b>
<b>Supervisor:</b>	<b>Parish Priest or Designate</b>
<b>Incumbent:</b>	

<b>Summary Statement/Purpose:</b>
Reporting to the Parish Priest, Corpus Christi Parish of the Roman Catholic Episcopal Corporation of St. John's, this temporary position involves overall the day to day cleaning/maintenance services as needed and/or assigned for Corpus Christi Parish to ensure efficient and effective maintenance of the buildings, grounds and equipment. This position requires an individual who requires 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 buildings and ensuring the Parish Priest is made aware of any necessary repairs. This position also requires the use of tools required for in house repairs and for ground 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.
<b>Primary Role and Responsibilities:</b>
<ol style="list-style-type: none"><li>1. Develop and maintain a maintenance schedule that ensures all areas of the Parish are maintained in a proper manner.</li><li>2. Ensures public access to specific building(s) by opening in the morning and securing said building(s) in the evening as per schedule (within Covid-19 guidelines).</li><li>3. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns – ie respond to calls from alarm company.</li><li>4. Ensures buildings are maintained in a clean manner, burned out light bulbs are replaced; garbage collected and disposed of; etc.</li><li>5. Performs a variety of general and semiskilled maintenance activities (ie carpentry, painting, etc) for the purpose of building upkeep.</li><li>6. Provides setup and breakdown for special events.</li><li>7. Purchases and maintains an ongoing inventory of maintenance/cleaning supplies ensuring best price practice.</li><li>8. During winter season, shovels steps, sidewalks, doorways – entrance and exits, salt and sand. Monitor external snow clearing. As some property is accessed by the public outside of the regular work day, flexibility in work hours will be required.</li><li>9. Spring cleanup of outside property and grounds including cleaning windows.</li><li>10. Ensure gardens and flowers are maintained, grass mowed and trimmed</li><li>11. Ensure that interaction with co-workers, public and parishioners is courteous and polite.</li><li>12. Ensure outside contractors have access to work areas. Monitor contract work and ensure requirements of parish are being met.</li><li>13. Develop a maintenance manual for Corpus Christi Parish properties and equipment.</li><li>14. When approved by Parish Priest or designate, ensure access to Corpus Christi is provided to outside</li></ol>



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individuals or groups.

15. Performs other related duties as requested or assigned by Parish Pastor 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
- 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:

Daily work schedule is based on 25 hour week. Additional hours may be required on an infrequent basis in order to complete assigned tasks.