

## **ST. ALPHONSUS LIGUORI PARISH (PETERBOROUGH)**

POSITION NAME/TITLE: Custodial and Maintenance Services

REPORTS TO: Pastor or Parochial Administrator

HOURS OF WORK: Variable as needed, 30 hours/week  
(including weekends/Holy Days)

### **JOB SUMMARY**

Cleaning of church, public section of rectory and parish hall. Removal of garbage and recycling from entire buildings. Maintenance of grounds/flower beds, lawn cutting, snow removal from sidewalks, entrance ways, stairs. Minor repairs required on property.

### **DUTIES AND RESPONSIBILITIES**

#### **Church/Sanctuary**

1. Have church clean before weekends and any events, funerals and weddings
2. Sweep and damp mop floors weekly or as required
3. Vacuum all carpets
4. Dust as required
5. Clean washrooms
6. Clean all glass on entrance doors and interior windows
7. Clean pews and make minor repairs on pews and kneelers
8. Clean counters and sinks in Sacristy and keep in an orderly fashion
9. Aid in decorating church for various liturgical seasons as required (Christmas trees, advent wreath, Nativity scene, Pentecost....)

#### **Rectory Complex**

1. Sweep/vacuum all floors on main floor and basement of rectory
2. Dust/clean/organize as required
3. Clean washrooms
4. Assist with set up and tear down for parish functions or meetings as requested by the Pastor

#### **Parish Hall**

1. Clean hall/kitchen/bathrooms after events
2. Empty garbages
3. Make sure tables and chairs returned to proper storage place

#### **Grounds**

1. Clear snow from sidewalks, entrance ways, stairs for all church buildings; sand/salt as required
2. Monitor outside contractor for snow clearing and sanding of parking lots
3. Cut, trim and water lawns as required
4. Tend to flowers, shrubs, bushes, hedges, trees including weeding, trimming and pruning

## **Maintenance**

1. Maintain property in clean, pleasant and safe condition.
2. Remove garbage and recycling from entire buildings including clergy living quarters in rectory and put out for collection on appropriate day.
3. Ordering of bathroom, cleaning and other supplies as required in consultation with the Pastor.
4. Make minor repairs and painting as required throughout the entire campus and on grounds or as requested by the Pastor.
5. Assist with any minor jobs as requested by the Pastor.
6. Do emergency repairs as required (eg. plumbing blockage, leaks, minor electrical problems).
7. With approval, engage and monitor outside contractors for major repairs.
8. Regularly inspect all lighting and emergency lights/signs and replace bulbs as required.
9. Annually, or as required, arrange to have carpets cleaned, church terrazzo floor cleaned and waxed and exterior windows cleaned inside and out, professionally.
10. Maintain garage, workshop, tools and equipment in a clean and orderly fashion.
11. Heating/AC system: inspect and service systems, thermostats and controls as required; bleed air from radiators; maintain furnace room as per maintenance procedure and schedule.
12. Regularly check fire alarm, emergency lighting and fire extinguisher gauges. Contact contractor for annual fire extinguishers checks and tests.
13. Keep roof and parking lot drains clear.
14. Regularly report on major problems, large projects, vandalism and theft.
15. Discuss and make recommendations regarding preventative maintenance to all buildings on an ongoing basis.
16. Ensure that a replacement, approved by the Pastor, has been arranged if away for vacation/sick time.
17. Collaborate and co-operate with other members of the Parish Staff and occasionally participate in team meetings as directed by the Pastor.
18. Other duties as requested by the Pastor including, but not exclusive to, aiding with the pickup of supplies for the Church including transportation of such items where deemed possible.

## **POSITION REQUIREMENTS**

1. Be a self-starter, able to initiate and complete tasks and projects without direct supervision
2. Ability to perform duties in a somewhat flexible manner, responding as needed to urgencies and emergencies.
3. Demonstrate knowledge of plumbing, electrical, mechanical, carpentry and cleaning.
4. Ability to relate well to others.

# TASK SCHEDULE

DAILY	WEEKLY	SEASONALLY	AS NEEDED
<input type="checkbox"/> emptying of garbage in Parish Offices & Parish Hall <input type="checkbox"/> dusting, vacuuming <input type="checkbox"/> cleaning of Rectory Complex & Parish Hall <ul style="list-style-type: none"> <li>- Washrooms</li> <li>- Hallways</li> <li>- Rooms and offices</li> <li>- Moping/vacuum floors</li> </ul> <input type="checkbox"/> replenishing supplies in all bathrooms <input type="checkbox"/> ensuring washrooms ready for use for the weekend and before any weddings, funerals, major functions	<input type="checkbox"/> cleaning entrances <input type="checkbox"/> cleaning kneelers <input type="checkbox"/> keeping shelves orderly <input type="checkbox"/> dusting pews, ledges, doorways, window sills <input type="checkbox"/> dusting tabernacle, organ, ambo <input type="checkbox"/> vacuum/mop floors	<input type="checkbox"/> arrange for shampooing of all carpet areas once a year <input type="checkbox"/> arrange for cleaning and waxing of terrazzo floor in church once a year <input type="checkbox"/> snow removal and lawn care as required to ensure access to rectory complex, church and parish hall and JPII House before the start of any major activities at these sites <input type="checkbox"/> monitor snow removal and contact with any concerns	<input type="checkbox"/> replace light bulbs <input type="checkbox"/> repair pews <input type="checkbox"/> maintenance of furnaces/AC units including filter changing and preventative maintenance <input type="checkbox"/> assist with set up and tear down for major parish functions or meetings as requested by the Pastor