

## **Custodian – Holy Trinity Anglican Church Thornhill**

**Position:** Full-time Custodian

**Location:** Holy Trinity Anglican Church, 140 Brooke St, Thornhill, ON

**Commitment:** 30 hours per week – willingness and ability to work evenings and weekends is required.

**Compensation:** Starting salary \$29.77/hour with CPP & EI benefits, two weeks annual vacation with pay

**Starting Date:** April 01, 2025, with three (3) months probationary period.

### **POSITION SUMMARY**

Seeking a proactive, efficient church custodian who possesses an understanding of proper cleaning methods and a respect for the religious and cultural beliefs of our Church. To be a successful church custodian, you should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate. You should also be knowledgeable about proper chemical handling and cleaning techniques and have the ability to make basic repairs. All activity associated with this position must be achieved in a manner consistent with the Parish Mission Statement, Goals and Objectives. All diocesan and parish policies and practices must be adhered to, particularly the Diocese of Toronto's Sexual Misconduct and Screening Policies.

### **Duties and Responsibilities**

- Based on schedule: cleans the church, parish hall, offices, meeting rooms, washroom facilities, kitchen, and all other common areas
- Assist in operating the lift on days it is required
- Before leaving for the day, ensure that rooms and/or buildings are locked
- Maintains inventory of cleaning and washroom supplies, inform when supplies must be ordered
- Collects garbage and recycling and places it in the pickup bin
- Ensures that the heating and cooling systems are operational
- Sets up/takes down chairs and tables for all events
- Shovels snow and applies de-icing agents to sidewalks and emergency exits as required and ensures driveway and parking lots snow is removed
- Adheres and works to ensure a regular preventative maintenance schedule for all equipment
- Perform minor repairs of all facilities and equipment. As approved, contact appropriate professional repair people where required (e.g. plumber, electrician, heating/cooling)

### **Terms and Conditions**

- Prior experience in building cleaning and property maintenance. Prior hands-on experience operating floor polishers and/or cleaning machines as well as telescopic mop is an asset
- Strong applied knowledge of and experience safely handling cleaning chemicals
- Prior experience performing minor repairs, e.g. plumbing, electrical, heating/cooling
- Self-motivated and capable of working independently with an excellent attention to detail regarding cleanliness
- Ability and willingness to perform manual physical labour both indoors and outdoors
- Ability and willingness to work flexible working hours based on event schedules, including weekends and evenings
- English communication skills both oral and written

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A police record check as deemed suitable by the Diocese of Toronto will be required of the successful candidate. Work in this position will be conducted in accordance with all applicable laws and diocesan and parish policies, particularly the Diocese of Toronto's Sexual Misconduct and Screening Policies. Failure to comply with these laws and policies, including the duty to act honestly, will constitute cause for termination

The successful candidate will receive, with signature required, an employment agreement with The Parish of Holy Trinity, Thornhill. This agreement will contain a comprehensive list of duties and time schedule for maintenance / special cleanings.

Please email your resume along with a cover letter to [corporate@holytrinity-thornhill.ca](mailto:corporate@holytrinity-thornhill.ca) and reference the job title in the subject line of your email.