



Roman Catholic Episcopal Corporation of St. John's HUMAN RESOURCES JOB POSTING

MARY QUEEN OF THE WORLD PARISH 775 Topsail Road, Mount Pearl, NL A1N 2C4

Job Description- Maintenance/Custodian (Permanent Part-time - 20 hrs. per week)

Reporting to the Parish Pastor, Mary Queen of the World Parish of the Roman Catholic Episcopal Corporation of St. John's, this position involves the overall day to day cleaning/maintenance services as needed and/or assigned for Mary Queen of the World Parish to ensure efficient and effective maintenance of the buildings, grounds and equipment. This position requires an individual who can work with 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 Pastor 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 position also requires an individual who can be flexible in their work schedule. A valid driver's license is required.

Key Responsibilities

- Ensures buildings are maintained in a clean manner. This includes, but not specific to, bathrooms, floors, stairwells, windowsills, etc.
- Ensures that garbage collected and disposed of.
- Provides setup and breakdown of tables, chairs, etc. for special events as needed including weekends.
- Purchases and maintains an ongoing inventory of maintenance/cleaning supplies ensuring best price practice.
- 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 workday, flexibility in work hours will be required.
- Spring cleanup of outside property and grounds including cleaning windows.
- Ensure gardens and flowers are maintained, grass mowed and trimmed
- Ensure that interaction with co-workers, public and parishioners is courteous and polite.
- Ensure outside contractors have access to work areas. Monitor contract work and ensure requirements of parish are being met.
- When approved by Parish Pastor or designate, ensure access to Mary Queen of the World Parish is provided to outside individuals or groups.
- Performs other related duties as requested, assigned by the Parish Pastor, or designate.

Key Results

To ensure the buildings and grounds of Mary Queen of the World Parish are properly maintained.

Key Relationships

- Pastor
- Mary Queen of the World Staff
- Contractors
- Archdiocesan staff
- General public
- Parishioners



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Skills

- Skill based competencies are required to perform the functions of the job.
- Good physical health with ability to perform manual labor.
- Knowledge of safe work practices appropriate to job.
- Ability to 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.

Attributes

- 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

Characteristics

- Positive attitude
- Healthy ego
- Empathy
- Friendliness
- Neatness in appearance
- Willing to learn
- Desire to make positive contributions towards more efficient maintenance operations

Qualifications

- Grade XII or equivalent education
- Skills specific to maintenance and cleaning of property
- Good physical health with ability to perform duties.
- Knowledge of safe work practices appropriate to job.

Resumes to be submitted to **Theresa Whiffen, HR Manager** by:

Email = twhiffen@rcsj.org

Fax # (709) 726 – 3615

Or

Delivered to:

RCEC Pastoral Office

200 Military Road

St. John's, NL

A1C 2E8

Closing Date = May 3rd, 2017