



Roman Catholic Archdiocese of St. John's

JOB DESCRIPTION

Job Title:	Parish Cleaning and Maintenance Worker
Department/Group:	St. Pius X Parish
Supervisor:	Fr. Earl Smith
Incumbent:	

Summary Statement/Purpose:

Reporting to the Parish Priest, this position is responsible for the daily cleaning of the Parish buildings and includes responsibility for the grounds of the Parish. This position provides and maintains a clean, hygienic environment in all areas of the Parish and assists the Maintenance Custodian in ensuring a safe environment. The position ensures a proactive approach is taken at all times and reports to the Maintenance Custodian any problems that require attention in regard to maintenance, safety and upkeep. This position is required to function with a limited degree of independence with work being assessed by the Parish Priest with periodic review and accomplishment of assignments. Incumbent is expected to self-monitor the successful completion of day to day tasks and exercise some judgement in the resolution of cleaning and low level maintenance problems. Any problems beyond the scope of this position are to be reported to the Maintenance Custodian. Adherence to policies and procedures is extremely important.

Primary Role and Responsibilities:

1. Develops a daily and weekly janitorial maintenance schedule to ensure all areas within the parish are kept clean and hygienic; empties and replaces recycle bins as needs; sweeps, mops, polishes floors; vacuums any carpeted areas; performs all cleaning aspects associated with offices, kitchens, restrooms, residence, hall, church, etc; washes walls, windows, etc as required.
2. Advises Maintenance Custodian when cleaning supplies required.
3. Provides low level maintenance eg painting, replacements of light bulbs, etc as needed.
4. Ensure church opened for weekday masses and locked again as required by parish schedule.
5. Does periodic snow clearing and lawn and gardening work as directed to ensure doorways, walkways and steps are cleared, sanded/salted and a log is maintained of this activity.
6. Advise Maintenance Custodian of any repairs/replacements needed when discovered during regular cleaning, etc
7. Setups and breakdown of tables and chairs in the Parish Hall for Parish and Parish Group functions.
8. Ensure recyclables are brought to the curb for pick up days.

Qualifications:

Education and Experience Requirements:

- Graduation from High School would be an asset



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- Two(2) or more years' experience in housekeeping or janitorial services and grounds maintenance
- Some experience or training in a selected trade

Knowledge, Skills and Abilities:

Proficiency in:

- Workplace Health and Safety
- Cleaning skills to ensure a clean, safe and hygienic environment
- Problem solving as it pertains to cleaning and routine maintenance
- Prioritization and organization of work
- Knowledge of tools and equipment necessary to perform job

Personal Competencies:

- Customers service skills in regard to responding to staff needs, related to position responsibilities
- Ability to maintain confidentiality of files, documents and general information
- Demonstrate effective oral and written communications skills
- Respectful toward co-workers, Clergy, services providers and other members of the public
- Is a team player and has the ability to develop and maintain effective relationships
- Makes timely, informed decisions that take into account the facts, goals, constraints and risks
- Organized and able to manage time effectively, while ensuring the optimal use of resources to achieve objectives.
- Trustful and respectful through consistent honesty and professionalism in all interactions.

Physical Requirements:

- Required to lift heavy objects at times, moved furniture and operate cleaning equipment

Professional Designations/Memberships:

- Valid Driver's License

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 7 hours per day, Monday to Friday. Additional hours may be required on an infrequent basis in order to complete assigned tasks.