



Archdiocese of Regina

CUSTODIAN/MAINTENANCE PERSON

Overview

Under the direction of the Pastor, the Custodian/Maintenance Person oversees the maintenance and cleanliness of the Parish building and grounds ensuring that the Church building and its surroundings remains a safe environment for the parish staff, parishioners and those that visit the parish.

Activities/Responsibilities

- Is responsible for holding a copy of parish keys.
- At the request of the Pastor or parish staff, is available for securing and/or unlocking all parish rooms, offices and storage areas.
- Oversees the maintenance and cleanliness of the parish building and its surroundings which includes: parish hall, parking lot, grounds/gardens, etc., and may include the rectory.
- Maintains an inventory of all cleaning supplies.
- Ensures proper tools and equipment are in working order and available for use.
- Regularly inspects the parish facilities to assess the maintenance and cleaning requirements and reports all findings to the Pastor.
- Recommends to the Pastor the ordering of supplies, and the repair or replacement of equipment and fixtures.
- Is available for training as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

<p>Other specifics:</p> <hr/> <hr/> <hr/> <hr/>
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Skills, Experience, and Qualifications

- Must be at least 18 years of age.
- Must have sufficient skills and maturity to serve the parish as outlined.
- Is familiar with the parish building, its surroundings and structures.
- Has extensive maintenance skills in various areas including: landscaping, electrical fixtures, plumbing, construction, etc.
- Has training in and/or knowledge of building codes, legislation, fire regulations, Workplace Hazardous Materials Information System (WHMIS) and health and safety procedures.
- Is capable of lifting and moving objects as required.
- Must have good organization skills with the ability to multi-task under time constraints.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and flexible.
- Is able to remain calm and work effectively in emergency situations.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

- Standard Parish orientation program and training provided by Pastor and/or previous Custodian.

Participant Group

- There is no participant group.

Support, Supervision, and Evaluation

- The Pastor is the first level of support, supervision and evaluation.

Length of Ministry

- _____ year term.

Benefits and Working Conditions

- Will directly impact the safety and overall view of the parish.
- This is a volunteer position requiring a time commitment of _____ hours per week or _____ hours per month.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a High Security position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or Designate
- Participant follow-up will be conducted.

This ministry position description accurately reflects the Ministry of Custodian/Maintenance

Person currently practiced at _____ Parish.
(Parish Name)

Parish Volunteer Screening Committee

Pastor or Designate

Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto

