

Holy Trinity Parish - Job Opportunity (2026)

Job Title: Caretaker/Custodian

Job Type: Flexible, 20 – 35 Hours Per Week

Job Summary: We are seeking a reliable, detail-orientated Caretaker/Custodian to manage the daily upkeep, cleanliness, and security of our church. The ideal candidate will be a self-starter, able to work well independently, be a hands-on, and proactive in identifying maintenance needs.

KEY RESPONSIBILITIES

Property Maintenance: Perform routine minor repairs

Janitorial Duties: Ensure the church proper (Nave), lower hall & kitchen, main level kitchenettes, photocopier room, all common areas, restrooms and meeting rooms are kept clean, sanitized and free of debris.

Groundskeeping: Maintain outdoor spaces by mowing and watering lawns, clearing trash, and managing snow/ice removal during winter.

Safety & Security: Regularly inspect the property for safety hazards, ensure doors are secure, and monitor HVAC, fire alarms and utilities.

Vendor Coordination: Act as the primary point of contact for specialized contractors (e.g. electricians, plumbers, elevator maintenance personnel, etc.)

QUALIFICATIONS & SKILLS

Experience: Experience in caretaking, janitorial and custodial duties is a definite asset.

Technical Skills: Knowledge of basic building systems, hand tools and power equipment (e.g. lawnmower, snowblower)

Communication: Strong interpersonal and clear verbal/written communication skills

Availability: Ability to handle after-hours emergency calls and weekend custodial duties

Requirements: A valid driver's licence and a criminal background check will be required

BENEFITS & PERKS

Health, Dental and Insurance are available. Monthly matching RRSP contributions available.

HOW TO APPLY

Please submit your resume and a brief cover letter, outlining your relevant experience to htrinity@sasktel.net, with the subject line **"Caretaker/Custodian Job +Application"**.