

# DIOCESE OF CHARLOTTETOWN

## 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. He/she ensure that the Church building and its surroundings remain a safe environment for the parish staff, parishioners, visitors.

### Activities/Responsibilities

- Is responsible for holding a copy of parish keys.
- Is available for securing and/or unlocking all parish rooms, offices and storage areas.
- Oversees the maintenance, cleanliness and inspection of the parish building and its surroundings which include: parish hall, rectory, parking lot, grounds/gardens, etc.
- Maintains inventory of cleaning supplies, ensures tools/ equipment are in working order.
- Regularly-reports/recommends to the Pastor the ordering of supplies, and the repair or replacement of equipment and fixtures.
- Is available for training/consultation as required.

### Skills, Experience and Personal Qualities

- Must be at least 18+ years of age and have sufficient skills & maturity to serve the parish.
- Is familiar with the parish building, its surroundings and structures.
- Has some maintenance skills in various areas e.g. landscaping, electrical, plumbing, small repairs.
- Has training in and/or knowledge of building codes, legislation, fire regulations, WHMIS and health and safety procedures.
- Is capable of lifting and moving objects as required.
- Must have good organization skills with the ability to multitask under time constraints.
- Can relate and communicate effectively with staff and parishioners.
- In cases of emergency, knows contacts and/or procedures.
- Is honest, trustworthy and flexible; able to remain calm and work effectively.
- Is able to communicate well and has the ability to work independently or as part of a team.
- Is comfortable with accountability and sensitive to the observance of proper boundaries and maintains confidentiality appropriate to this ministry.

### Screening Recommendations

This is a **High Risk** position needing Completion of a Volunteer Information Form, an interview and personal reference checks and a Vulnerable Sector Criminal Record Check.

**This ministry position description generally reflects the Ministry of Custodian/ Maintenance Person currently practiced at \_\_\_\_\_ Parish.**

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

*Adaptation by Diocese of Charlottetown May, 2010*