

**Caretaker
Immaculate Heart of Mary Church
5 Fatima Drive, Riverview, NB**

Immaculate Heart of Mary Church is seeking a full time **Caretaker**. The Caretaker plays an integral role in the life of the parish by keeping the church buildings and property clean and maintained. Additionally, the Caretaker does set ups and take downs for events and activities in our parish. The successful candidate will be capable of physical work, independent work, and working with other staff and committee members. The tasks require the successful candidate to work both inside and outside. This position is full time with a probationary period of up to 6 months.

Qualifications:

- Physically capable of completing the work assigned
- Able to lift objects up to 50 lbs
- Previous caretaker or custodial experience is an asset

Conditions of employment:

- Must have reliable transportation
- Pass an RCMP security clearance

References will be required (at least 2)

For more information about the position or to request a full position description, please email ihmc@rogers.com or call 386-6178 to speak to the Business Manager.

Applicants may submit a resume by email ihmc@rogers.com , or by mail or in person at the church office, 5 Fatima Drive, Riverview, NB E1B 2X8

Deadline for applications: June 5, 2020

Start date: June 19, 2020 (or earlier if available)

FULL DESCRIPTION:

Accountable to: Priest Moderator
Parish Business Manager

Condition of Employment:

- Physically capable of completing the work assigned
- Able to lift objects up to 50lbs
- Must have reliable transportation
- Must pass an RCMP security clearance
- Work safely, using safety glasses, steel toe work boots, gloves and ladders properly

- May require working on regular days off, in the event of snow removal or special church masses (such as funerals or Christmas masses)
- Zero tolerance for substance use while working

Abilities:

- Capable of working unsupervised and alone
- Able to work with the parish team and committees
- Able to prioritize work assignments
- Able to correspond with suppliers and keep track of supplies on hand
- Be able to climb a ladder and complete necessary tasks such as changing light bulbs
- Must be able to work outside in various weather conditions (ie. sun or snow)

Duties:

- Ensuring the buildings are safe, clean, and secure
- Responsible for the cleaning and general maintenance of the 3 church buildings
- Capable of creating a work plan and schedule to ensure tasks and yard/property maintenance are completed in a timely manner (in consultation with the Business Manager)
- Use cleaning supplies and equipment to keep the interior of the buildings looking clean and professional
- Physically capable of performing work required including but not limited to setting up and tearing down tables and chairs, snow shovelling, lawn mowing, raking, sweeping parking lot, mopping, and vacuuming
- Responsible for the yard maintenance of the property which includes raking, mowing, branch and vine trimming, garden work, wrapping bushes for winter, and other tasks as assigned or identified
- Responsible for shoveling the entryways to the church, rectory and hall, and keeping these entryways clean of snow
- Responsible for salting the entryways to the church, rectory and hall, and the parking lot and keeping these areas clear of ice
- Able to operate yard equipment (ride on mower, push mower, snow blower)
- Maintaining equipment and identifying maintenance or repairs to equipment and communicating that information to the Business Manager
- Identifying repairs that need to be done in any of the 3 buildings as well as the yard/property and communicating that information to the Business Manager
- Setting up and tearing down tables and chairs in meeting spaces as requested for parish activities (ie. tables and chairs for fundraisers)
- Setting up and tearing down tables and chairs in meeting spaces as required for faith activities (ie. Catechism gatherings in the church foyer)
- Cleaning the meeting spaces after parish activities, faith gatherings, or rentals

- Organizing/sorting the garbage and putting the garbage at the curb on the designated day for collection
- Work with the Liturgy Committee, Fundraising Committee, Catechism Coordinator and staff to gather items, set up, take down, and store the necessary equipment for the work (ie. move office furniture and boxes, set out Environment décor)
- Responsible to open and close the church on Sundays as well as for other masses not on a Sunday (such as Christmas Eve and Christmas)
- Able to work around special occasions in the parish such as special masses
- Shovel/salt on regular day off (Monday or Tuesday) as required
- Keep the caretaker's space and storage areas tidy
- Maintain a library of user manuals and warranties of equipment
- Other caretaker duties as assigned (regular or seasonal)

Hours: 40 hours per week
 Wednesday to Sunday
 8 a.m. to 4:30 p.m. (including breaks)

Equipment: Church will reimburse employee for
 1 pair of steel toe work boots every 2 years.
 Church will supply safety glasses and work gloves.

Wage: paid biweekly

Overtime: Staff is not paid for overtime but can take time back for hours above their normal weekly hours

Paid Holidays: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, NB Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and your birthday.

Vacation: 4% for 1-7 years; 6% for year 8 and over
*Vacation time is **not** permitted:*

1. during December
2. Wednesday before Palm Sunday until Wednesday after Easter

Benefits: (after permanency is established)
 Blue Cross health plan (cost shared 50% with employer)
 Matched contribution to church pension plan of 5% of salary

Regular Days Off: Monday and Tuesday

Confidentiality:

The Parish Staff are often in a position to receive confidential information. The Caretaker has an obligation to maintain the confidentiality of proprietary, confidential and sensitive information, documents and data concerning the Parish Grouping of Saint Elizabeth of the Trinity, its staff, members, organizations and Pastor. As a Staff Member, the Caretaker will not discuss or divulge internal church business concerning any of the above entities except to (1) the extent necessary for the normal conduct of business and (2) those that are specifically authorized to receive such information.