



## **Employment Opportunity**

### **CUSTODIAN**

#### **St. Michael's Cathedral Basilica**

20 Church Street, Toronto, ON M5B 1Z2

Full time (35 hours per week)

Replacement Position

Target Hiring Salary: \$36,000 – \$40,000

#### **Overview:**

Saint Michael's Cathedral Basilica is seeking a full time Custodian to be responsible for the cleaning and maintenance of the Cathedral, Rectory, Chaplaincy Student Centre, Parish Hall, and parish grounds. This position will report to the Operations Manager, under the supervision of the Facilities Manager, and requires the ability to work shifts, including weekends and holidays.

#### **Responsibilities:**

*Maintain the facility at a high level of sanitation, cleanliness, and tidiness on a regular and seasonal basis:*

- Sweep, vacuum, clean and wet mop floors, including under the pews, washrooms, stairways, hallways
- Clean, sanitize, and service washrooms
- Regular dusting of all wood surfaces, furniture, cabinets, windowsills, door frames, railings, and statues
- Clean church pews (upholstery, kneelers, and book holders)
- Restock all disposables (e.g., soap, toilet paper, paper towel, garbage bags, etc.)
- Maintain outdoor areas, including picking up litter, sweeping leaves, and light garden duties
- Remove debris and dangerous articles found on the property
- Gather and dispose of garbage; move waste/recycling bins to designated area for weekly city pick up
- Wash walls, windows, glass doors, mirrors, and fixtures, using a step or extension ladder
- Use cleaning detergents and chemicals safely, adhering to safety regulations
- Ensure all entrances and walkways are free of snow and ice during the winter months

*Undertake simple repair and maintenance work:*

- Perform routine checks, general maintenance, and minor repairs (painting, lighting, repair of pews, kneelers, hinges of windows and doors, minor leaks, etc.)
- Observe appearance and condition of premises & equipment; report anticipated and preventative repairs, safety hazards, security issues, or conditions that require the services of licensed trades or contractors to Facilities Manager or Operations Manager
- Report perceived malfunctions of electrical, heating, cooling, and ventilating systems to Facilities Manager
- Furniture set-up for meetings and special events
- Load and unload supplies, move heavy furniture and equipment, as required
- Other duties as assigned

## **General Requirements:**

- Proven experience in a custodian, janitor, or similar role
- Mechanically inclined and proficient with use of small hand tools and cleaning equipment
- Knowledge of use and maintenance of industrial cleaning tools, equipment, and chemicals
- Knowledge of the safe disposal of chemical liquids and other hazardous materials
- Must be in very good physical condition and strength, as this position requires standing and bending for extended periods of time, walking, reaching, and lifting up to 50 lbs
- Able to work cooperatively with clergy, staff, volunteers, related organizations, and external contractors
- Must be able work on weekends and holidays and have flexibility in work schedule
- Ability to organize and prioritize tasks in a fast-paced and changing environment
- Basic knowledge and skills in carpentry, painting, mechanical, and plumbing
- A capacity to work independently, as well as in a team environment
- Ability to understand the requirement for reverence of sacred spaces and fixtures, privacy and confidentiality of information, the practice of tact and diplomacy
- Previous parish experience preferred
- Knowledge of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

## **Benefits:**

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **hr@stmichaelscathedral.com**. Deadline for receipt of applications is **February 15, 2026**. We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*