

St. Dunstan's Parish

Fredericton, NB

(Job Description - Updated March 26, 2018)

Position: Custodian
Work Location: Church, Rectory & Monsignor Boyd Family Centre (MBFC)
Status: Fulltime
Hours of Work: Monday to Friday 8:00am to 4:00pm – Additional when required.

Supervision: This position reports to the Pastor and Business and Facilities Manager of St. Dunstan's Parish.

Duties: The Custodian has the responsibility for the appearance, maintenance, security and overall cleanliness of the buildings and grounds of St. Dunstan's Parish. This position is responsible for, but not limited to the following activities:

Seasonally

- Shovel, salt and sand all entrances, steps and walkways to the Church, Rectory, Garage and MBFC, (including the diagonal Regent and Brunswick streets walkway) until a hazard free surface is achieved, (i.e. completely free of snow and ice, and/or heavily sanded and salted). Remove the snow bank between the sidewalk and parking spot opposite the Brunswick Street entrance.
- Maintain the snow blowers and lawn mowing equipment in good working condition and arrange or provide annual servicing.
- Mow and trim all lawns, trees, bushes and hedges. Weed lawns and flower beds. Mulch and bag leaves. Sweep exterior steps.
- Conduct a quarterly check of all emergency lighting and replace backup batteries as necessary.
- Adjust timers for exterior lights quarterly or sooner if needed.

Daily

- Open/close all facilities and police the grounds and buildings for appearance, security, breakage, vandalism or malfunctions. Notify the Facilities Manager immediately regarding any safety, security or immediate repair concerns.
- Ensure appropriate climate control for all rooms, services, meetings and events for the comfort of all guests and staff. Climate control incorporates heating and cooling of the buildings and proper maintenance of the HVAC equipment for all buildings.
- Help with set up of tables, chairs and other equipment in advance of events and with the clean-up and tear down of meeting rooms and gym at completion of events (includes wiping down tables and chairs before putting away, if necessary).
- Meet regularly with the Facilities Manager for additional tasks.
- Ensure all interior, exterior and exit lights are operational.
- Vacuum entrance carpets, Altar and Sacristy.
- Sweep, scrub and mop floors.

- Clean and restock washrooms with towels, tissue and soap supplies before all events or services and empty the garbage.
- Replace light bulbs when needed and simultaneously clean fixtures.
- Maintain, replace and clean vigil lights areas, and replace Sanctuary lamps and Altar candles as required.
- Change and store banners as required.
- Assist external contractors and other staff members as required.

Weekly

- Water and care for plants in the Church and MBFC.
- Put out recycling for collection.
- Advise Business and Facilities Manager of kitchen, washroom and cleaning supplies requiring replenishment.
- Wet mop church floors at least once per week, more frequently during winter and high traffic periods.
- Clean interior windows and glass on doors.
- Clean, sanitize and re-fill holy water fonts.
- Dust the Stations of the Cross, window sills, wall hangings, railings, shelves, etc.

Annually

- Strip, wash, seal and wax floors in church.
- Thoroughly clean the MBFC kitchen, including behind all appliances.
- Strip, wash and seal the gym floor, all stairs in the MBFC and the basement of MBFC.
- Wash interior glass on windows and doors, as needed.
- Oil wood paneling in the church and the Stations of the Cross, and apply vinyl fabric protector to pews and kneelers (three to four times per year).
- Clean out drains and debris from grills of flat roofed buildings
- Dust and oil the large crucifix behind the altar.
- Decorate the Christmas tree and assemble the Creche. Attach wreaths to pillars.
- Replace smoke detector batteries (semi-annually) and accommodate Fire Inspector inspections when they occur.

Other Occasional Duties

- Other sundry duties as assigned by the Pastor and/or Business and Facilities Manager.

Acknowledgement

I have read and fully understand my duties as a Custodian and acknowledge receiving a copy of this job description.

Signed by Employee

Dated

**Contacts for Suppliers & Services for
St. Dunstan's Church and the MFBC**

Facilities Manager	Michael Minifie	444-6055
Parish Secretary	Marlita Chase	444-6001
HVAC	Controls & Equipment Peter Fitzpatrick (retired engineer)	457-0707 459-8309
Cleaning Supplies	Service Master (stock room)	458-1113
Plumbing	EG Stairs (Les)	451-2161
Alarms	National Alarms (office) Monitoring station	458-9433 457-4143
Light Bulbs	Harris & Roome	458-8265
Paper Recycler	Fredericton Recycles (Phone Wednesday for Thursday pickup)	453-9931
Fredericton Police		460-2300

Service Master

- Toilet tissue/paper towels
- Styrofoam plates, cups, napkins
- Plastic cups
- Plastic wrap/foil wrap
- Foam soap for dispensers
- Floor cleaning supplies
- Bathroom cleaning supplies
- Mop heads

Harris & Roome

- Church bulbs
- Fluorescent bulbs for office, meeting rooms, etc
- Outside bulbs
- Exit light bulbs

Votive candles

- Light sticks
- Baptism candles