

JOB POSTING

Holy Name of Jesus Church Caretaker

Part time Position

Hours: 20 – 25 hours per week, Monday – Friday and weekends as needed

Hourly Rate: \$18 - \$20 / hour, based on experience

Application Deadline: June 8, 2026

Submit Resume to the Parish office: office@hnoj.ca or in person between Tuesday - Friday (9:00 – 16:00)

Essential Duties and Responsibilities

The duties and responsibilities of a church caretaker include a wide range of tasks to ensure the church building and premises are maintained for the operation of the church.

The tasks required include:

- **Janitorial services:** Including sweeping and mopping of floors, sanitizing washrooms, dusting, etc.
- **Routine maintenance:** Performing tasks such as changing light bulbs, replacing filters, and minor repairs as needed.
- **Outdoor Maintenance:** maintaining landscaping and keeping the property clean (winter and summer)
- **Inventory management:** Monitoring the property's inventory of supplies and tools and ordering of additional materials as needed.
- **Record-keeping:** Keeping accurate records of all maintenance and repairs performed.
- **Team collaboration:** To communicate the needs and concerns to the church leadership and work with the parish staff.
- **Physical demands:** The incumbent will have to move tables and chairs and be able to work independently.
- **Attention to detail:** Maintaining a neat and clean appearance and being aware of and involved in the execution of the responsibilities of the position. These duties are essential for providing a welcoming and well-maintained environment for worship, events, and daily operations within the church.

Parish Mission

Holy Name of Jesus Church is a joyful and loving spiritual Home for all. Here everyone is invited and accompanied to enter and grow into relationship with Jesus Christ no matter where they are on their faith journey. We are outward focused and committed to

making missionary disciples to spread the love of Jesus everywhere.

Address: 899 Boul. Chomedey, Laval, H7V2X1, QC.