



ST. PETER'S SEMINARY

Job Posting Facilities Management - Maintenance Custodian - Full Time

Union - SEIU Local 2

December 5, 2023

St Peter's is a Catholic Seminary of the Diocese of London, providing education programs for those preparing for priesthood, permanent diaconate and lay ministry.

Responsibilities include:

- General cleaning of all public circulating areas throughout the campus.
- Disinfectant tables, chairs, keyboards and other touch points within the seminary as directed by supervisor.
- Clean and sanitize public washrooms.
- Spot washing of walls.
- Removal of garbage and recyclable materials in classrooms, library, auditorium and other locations.
- Reconfigure classrooms and lecture hall furniture.
- Wipe clean white and chalkboards.
- Mop floors to pick up spills and at building entrances to remove salt.
- Wipe clean glass partitions and entrance glasses.
- Wipe clean elevator walls, doors and control panel.
- Clean up water leaks and spills if called upon to do so.
- Hang poster boards as required.
- Use auto scrubbers to clean corridors.
- Clean main stairwell walls, stairs, railings, etc.
- Complete minor repairs as assigned by supervisor.
- Other related duties as assigned by the supervisor.

Qualifications:

- Ability to operate and use Custodial equipment such as: polishers, shampoo equipment, ladders, carts, hand trucks, wet and dry vacuum, etc.
- 2 years of related experience in providing custodial / cleaning services.

Knowledge, Skills, and Abilities:

- Demonstrated organizational skills with ability to comprehend verbal/written instructions.
- Ability to work collaboratively in a team environment and build healthy partnerships with customers, peers, and managers.
- Exceptional customer service skills with a positive, genuine, professional attitude.
- Health and physical condition consistent with bending, prolonged standing, walking, lifting, and movement of equipment as required.
- Demonstrated ability to safely operate custodial equipment.
- Demonstrated dependability, professional appearance, and can handle repetitive tasks as required.
- Take initiative and follow through on work assignments.

Employment is conditional upon successful completion of criminal record check and favorable reference checks. Submit resume and cover letter by December 22, 2023.

St Peter's Seminary
Building and Grounds Administrator
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