

**St. Gregory the Great**  
10 St. Gregory Drive  
Cambridge, Ontario N1S 3Z1  
519-623-3111      [stgreg@rogers.com](mailto:stgreg@rogers.com)

## Cleaner

St. Gregory the Great, is currently seeking a permanent, part-time (10 hours per week) cleaning person. This person will be responsible for performing general building cleaning and other duties in order to ensure the site is maintained in a healthy, safe, and sanitary manner.

### General Responsibilities:

Facility cleaning including but not limited to:

Sweeping and moping all tile floors

Vacuuming all carpeted areas

Cleaning washrooms

Insuring all entrance doorways are kept clean including windows

Dusting furniture, baseboards and ledges

Removing garbage and recyclables weekly

Moving tables and chairs for special events

Other duties as assigned

### Requirements:

- Education: high school or equivalent
- Prior cleaning experience preferred but not mandatory
- Ability to work independently and follow instructions

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

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### Part-Time Cleaner duties

Vacuuming all carpeted areas inside the church, offices, and parish centre on a weekly basis.

Dusting of ledges in and around walls and vents of the church, offices, and parish centre on a weekly basis.

Cleaning of windows inside and outside of all church entrances (front and back door); doors to the office area and all internal doors which have windows to be cleaned weekly.  
Check weekly to insure hand sanitizers dispensers are working and full.

Sweeping and mopping of all floors and stairwells on a weekly basis including parish centre hallway/church entrances. Outside entrances swept as needed to remove dead leaves/grass. Empty garbage from ash tray at back entrance weekly.

Kitchen floors to be swept and mopped weekly.

Monthly – check for and remove cobwebs from hallways, entrances, etc.

Biweekly dust furniture in offices, conference room.

Washrooms in the parish centre, sacristy and basement (5 bathrooms) checked and cleaned on a weekly or daily as needed. Including sinks, toilets, mirrors, ledges. Replace paper towels and toilet paper as required and fill soap dispensers as required.  
Bathroom floors need to be swept and mopped weekly.

Internal garbage bins to be emptied weekly into the bins in the garage.                      Garbage collection: all garbage must be at the curb by Monday at 7:00am for City Collection. ie. blue bin weekly and general garbage every other week.

Setting up for funerals, special events, parish committee meetings, etc., done as needed.  
Notification will be provided.

Ordering supplies - provide an order of cleaning supplies to the office, ie. garbage bags, mops, cleaners.

Report on any repair work needed to the office.

Other duties as assigned

All of the above is maintained on a part-time basis spanning 10 hours per week.