



**The Roman Catholic
Diocese of Prince George**

**Diocese of Prince George - Employment Opportunity
Domano Renewal Centre
Custodian**

ROLE DESCRIPTION: This position collaborates in the mission of the Domano Renewal Centre (as established in the Goals and Criteria booklet) in its efforts at providing a clean, comfortable and hospitable space for the celebration or facilitation of liturgy, prayer, and dialogue. This position reports directly to, and is supervised by, the Administrator of the Centre.

KEY RESPONSIBILITIES:

- Sweep, vacuum, mop, and/or wax hallways, rooms, and floors (as applicable)
- Empty and remove trash and recycling
- Dust and wipe down surfaces
- Clean bathrooms, kitchens, and bedrooms
- Launder all bedding, towels, and assorted linens
- Prepare beds and bedrooms for DRC guests
- Clean glass and windows
- Other related duties as assigned by supervisor

HOURS OF EMPLOYMENT: 3 hours weekly; with additional hours on an as-needed basis (i.e., flexibility is required in terms of the scheduling of hours).

QUALIFICATIONS: Must have training or experience, or be capable of learning how to perform the essential functions.

A Criminal background check will be required.

A resume and covering letter should be sent to Very Reverend Rectorino Tolentino, Jr., vicargeneral@pgdiocese.bc.ca. Applications will be accepted until the position is filled.

Only successful candidates will be contacted.