



Ministry Position: Parish Cleaning Team Member

Date Last Reviewed: June 2020

◆ **Position Overview**

Parish Cleaning Team Members contribute to the health and safety of the parish community by providing additional cleaning support to the parish in extraordinary circumstances and for large-scale events. This ministry will assist in the sanitization of the church between Mass celebrations, and after the church has been used for other events.

◆ **Activities/Responsibilities**

- Review the outlined church sanitization procedures before a shift
- Complete church sanitization, as directed by the cleaning team supervisor, including the disinfecting of pews, benches, tables, hand rails, door knobs, candle money boxes, and other frequently touched surfaces in the church
- Be faithful to the cleaning schedule and arrive on time for cleaning shifts
- Be responsible for finding a replacement in the event of a short notice cancellation
- Inform team supervisor if you are ill and stay home
- Be available for meetings and training as required

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:
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◆ **Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church in good standing
- Must be at least 18 years old
- Must be comfortable with physical movements involved in cleaning, including bending, kneeling, crouching and stretching
- Must not be a member of a population identified by Public Health as vulnerable to COVID-19 including: those with compromised immune systems and those with serious pre-existing medical conditions
- Should not be sensitive to cleaning products
- Previous professional cleaning experience is an asset



◆ **Personal Traits and Qualities**

- Desire to serve the community and promote health and safety
- Honest, trustworthy and enthusiastic
- Demonstrates a strong attention to detail
- Able to effectively follow instructions and sanitization protocols
- Able to work effectively as part of a team and communicate well with others
- Comfortable working in teams of _____ while maintaining a physical distance of 6 feet

◆ **Screening Requirements**

This is a General Risk position.

- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

◆ **Orientation and Training**

Standard parish orientation program, including AODA training. Training on appropriate sanitization procedures will be provided before the first cleaning shift.

◆ **Participant Group**

Parish Cleaning Team Members, Cleaning Team Supervisor

◆ **Support, Supervision and Evaluation**

The Pastor or his designate are the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- The parish will provide Personal Protective Equipment (PPE) to each Team Member
- The parish will provide non-toxic disinfectants for use in sanitization
- This ministry will directly contribute to the health of the parish community
- Members must be able to attend the orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.



Archdiocese
of Toronto

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Parish Cleaning Team Member** currently practised at, **Click here to enter Parish name.**

Pastor's Signature

(Click here to enter the
Pastor's name)

**Parish Volunteer Screening
Coordinator's Signature**

(Click here to enter the
Coordinator's name)

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department