



Employment Opportunity

Parish Cook/Housekeeper St. Fidelis Parish

33 Connie Street, Toronto ON M6L 2H8
Part-Time (10-15 hours per week)

Overview:

St. Fidelis Parish is seeking a Parish Cook/Housekeeper to cook dinners and the occasional special meal. This includes meal planning, purchasing and maintaining hygienic conditions. As well, this individual will provide routine housekeeping for the rectory. The successful candidate will report to the Pastor/Administrator.

Responsibilities:

- Collaborate with the pastor in determining dinner schedule, special meals and budget
- Plan meals, shop and purchase food
- Cook meals including meals cooked in advance, that can be reheated by the pastor/administrator on the weekends
- Clean the rectory kitchen
- Develop a cleaning schedule to assure the rectory is maintained in an orderly manner
- Clean the rectory by dusting, sweeping, vacuuming, mopping, waxing floors and cleaning rest rooms
- Provide laundry services and arrange for dry cleaning, as needed, for priests living in the rectory
- Purchase and/or order household cleaning supplies

General Requirements:

- Experience in meal preparation, including meal planning and purchasing food and household supplies
- Experience in household cleaning
- Ability to work flexible hours
- Ability to maintain confidentiality
- Good public relation skills
- Light lifting will be required
- Must have own transportation for job-related responsibilities
- Comfort and adaptability to working with and for priests
- A criminal record check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Shibil** at stfidelisoffice@gmail.com . Deadline for receipt of applications is **December 1, 2017**.

We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.