



Employment Opportunity

HOUSEKEEPER / COOK

St. Francis de Sales Church

1001 Ravenscroft Road Ajax, ON L1T 4X1

Modified Full Time (24 hours per week)

Overview:

The Housekeeper provides cleaning, laundry services and meal preparation for persons living in the rectory.

Responsibilities:

- Cleans the rectory by dusting, sweeping, mopping, waxing and vacuuming
- Develops cleaning schedule to assure rectory is maintained in an orderly manner
- Provides laundry services; washing and drying clothes and linens
- Prepares a list of supplies as needed and makes purchases as authorized by the pastor or his delegate
- Purchases and/or orders household supplies for the rectory
- Meal preparation (lunch and dinner), shopping for food and other household items
- Other duties, as required

General Requirements:

- Minimum of 3 years of related work experience
- Successful work experience in meal preparation, including shopping for food and other needed household supplies
- Successful work experience in completing a cleaning plan including sweeping, dusting, washing, waxing
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Ability to honour and maintain confidentiality.
- Ability to work 3 days per week (Monday, Wednesday, and Friday)
- Required to provide own transportation for job-related responsibilities
- Must be legally entitled to work in Canada
- A criminal background 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: **Rev Joseph Singh** at sfdspastor@gmail.com. Deadline for receipt of applications is **Until the position is filled**. 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.