

Employment Opportunity

HOUSEKEEPER

Invermara

200 Invermara Ct Orillia, ON L3V 6H6

Part time (18 hours per week)

New Position

Target Hiring Salary: \$23 per hour

Overview:

The Invermara property serves the Archdiocese of Toronto as a serene and peaceful haven on the enchanting northern shores of Lake Simcoe and provides a place of welcome, reflection and prayer. Invermara is seeking a part time Housekeeper to perform duties regarding housekeeping, laundry, replenishing supplies, cleaning and storing housekeeping equipment. The housekeeper will ensure all areas are sanitized.

The position is required to work 4.5 hours per day on Wednesdays, Thursdays, Saturdays and Sundays each week, with the possibility of increased hours and benefits.

Responsibilities:

- Ensures all areas such as bedrooms, washrooms, and common spaces are kept clean and tidy at all times.
- Duties performed will include dusting, vacuuming, mopping, cleaning inside windows, scouring bathrooms, changing bedding and towels and replenishing with clean bedding and towels as well as managing laundry.
- Clean, disinfect and store cleaning equipment.
- Report malfunctioning equipment or any unsafe conditions and suggests possible solutions to hazards to the Property Administrator.
- Bring any needs or concerns of guests/visitors to the attention of the Property Administrator.
- Attend to duties as assigned by the Property Administrator.
- Other duties, as required.

General Requirements:

- Professional, pleasant, courteous and has a welcoming disposition.
- High School Diploma.
- 3-5 years of relevant service in a similar position.
- Ability to follow oral and written instructions.
- Knowledge of and adherence to health and safety standards.
- Good communication and time management skills.
- Ability to work independently with minimum supervision or with a team.
- Able to withstand long hours of standing, bending and moving around.
- Ability to maintain discretion and confidentiality.

- Duties and hours may be adjusted to meet changing operational requirements based on scheduled bookings. Advance notice will be provided.
- Willingness to support the teachings and mission of the Church, the Archdiocese of Toronto and Invermara.
- 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 noting position number **2025-13** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **October 20, 2025**. 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.