

## **Employment Opportunity**

### **COOK**

#### **Invermara**

200 Invermara Ct Orillia, ON L3V 6H6

Part time (18 hours per week)

New Position

Target Hiring Salary: \$24 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 Cook to prepare meals on a variable schedule including weekdays and weekends, with the possibility of increased hours and benefits.

#### **Responsibilities:**

- Prepare high quality and nutritious hot and cold meals, garnishes and drinks
- Maintain high standards of cleanliness, sanitized work areas, equipment and tools
- Maintain inventory and records of food and other kitchen supplies
- Assist the Property Administrator with menu and meal planning including food and supply purchasing when requested
- Assist with putting out food, garnishes and drinks prior to mealtime
- After mealtime is completed, put away food and drinks and label leftover food for storage
- Use safe food handling practises
- Utilize kitchen equipment
- After mealtime is completed, put away food and drinks and label leftover food for storage
- Report malfunctioning equipment or any unsafe conditions in the kitchen or cafeteria and suggest possible solutions to hazards to the Property Administrator
- Attend to duties as assigned including washing, drying and putting away cutlery, dishware, pots and pans
- Make adjustments to accommodate guests and visitors' needs as they arise and notify the Property Administrator as needed
- Complete other duties as may be assigned by the Property Administrator

#### **General Requirements:**

- High school diploma
- 3-5 years of relevant service in a similar position
- Professional, pleasant, reliable, positive attitude and courteous with a welcoming disposition
- Strong communication skills, both written and verbal
- Able to withstand long hours of standing, bending and moving around
- Able to lift weights of at least 35 pounds
- Ability to follow oral and written instructions

- Can work independently with minimum supervision or with a team
- Knowledge of and adherence to health and safety standards
- Formal training in the food services field is highly desirable
- Calm under pressure
- Hours of work may be adjusted to meet changing operational requirements based on scheduled bookings (advance notice will be provided)
- Must be flexible and available to work on a regular basis
- Ability to maintain discretion and confidentiality
- 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 **2025-14** 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.*