

Employment Opportunity

COOK

Invermara Renewal Centre

200 Invermara Ct Orillia, ON L3V 6H6

Seasonal Full time (35 hours per week)

New Position

Target Hiring Salary: \$23 – \$24 per hour

Overview:

The Invermara Renewal Centre 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 seasonal Cook to prepare daily and special occasion meals.

This individual will serve as the primary Cook at Invermara and work on a full-time variable basis including days, evenings, and weekends for 35 hours per week from April to October. Based on the level of bookings, casual hours may be available during the off-season with a return to full time hours during the spring/summer season. We anticipate that this position will grow into a year-round full-time position with benefits and pension within 1-2 years, but this is not guaranteed.

Responsibilities:

- Prepare high quality and nutritious hot and cold meals, baked goods, 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 preparing grocery lists and potentially purchasing groceries as required
- Assist with putting out hot, cold food, baked goods, garnishes and drinks prior to mealtime
- After mealtime is completed, put away food and drinks and label left over food for storage
- Use safe food handling practises
- Utilize kitchen equipment
- 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 relevant other duties as may be assigned by the Property Administrator

General Requirements:

- High school diploma
- 3-5 years of relevant experience in a similar position

- Food Handling Safety Certificate required
- 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 up to 35 pounds
- Ability to follow verbal and written instructions
- Works well with minimal supervision or with a team
- Knowledge of health and safety standards
- Formal training in the food services field is a strong asset
- Baking experience an asset
- Hours of work will fluctuate based on operational requirements and scheduled bookings
- 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 **2026-01** to: **Stephanie Nargoz, Director, Human Resources** at hr@archtoronto.org. Deadline for receipt of applications is **April 14, 2026**. 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.