



Employment Opportunity

HOUSEKEEPER

Invermara

200 Invermara Ct Orillia, ON L3V 6H6

Casual 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 casual part time Housekeeper/Kitchen help to perform duties regarding housekeeping, laundry, replenishing supplies, cleaning and storing housekeeping equipment. The housekeeper will ensure all areas are sanitized.

The position requires working 6 hours per day, three days per week, depending on bookings, with the possibility of additional hours and eligibility for benefits.

Responsibilities:

- Ensure all areas such as bedrooms, washrooms, offices, cafeteria, lounges and other common spaces in the four houses are kept clean and tidy at all times.
- Duties in the cafeteria include sweeping and mopping floors, cleaning windows and tables, washing dishes, and assisting with other cleaning tasks as required.
- Duties performed will include dusting, vacuuming, mopping, cleaning inside windows, scouring bathrooms and replenishing toilet paper and soap dispensers, changing bedding and towels and replenishing with clean bedding and towels.
- Provide laundry services, including washing and drying clothing and linens and arranging for dry cleaning (as appropriate).
- Clean, disinfect and store cleaning equipment.
- Maintain the inventory of cleaning and laundry supplies and cleaning equipment and prepare a list of supplies needed to replenish inventory.
- Report malfunctioning equipment or any unsafe conditions and suggest 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.
- Follow oral and written instruction.
- Knowledge of health and safety standards.
- Good communication and time management skills.

- Work independently with minimum supervision or with a team.
- Able to withstand long hours of standing, bending and moving around.
- Maintain discretion and confidentiality.
- Duties and hours may be adjusted to meet changing operational requirements based on scheduled bookings. Advance notice will be provided.
- 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 **2026-10** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. 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.