Employment Opportunity

HOUSEKEEPER/COOK

Our Lady of Sorrows Parish

3055 Bloor St W, Etobicoke, ON M8X 1C6
Modified full time (24 hours per week)
Replacement Position
Target Hiring Salary: $21 – $23 per hour

Overview:

Our Lady of Sorrows Parish is seeking a modified full time Housekeeper/Cook to prepare meals, as well as plan meals and purchase food items. In addition, this individual will provide routine housekeeping and laundry services for the priest living in the rectory. This position will report to the Pastor.

Responsibilities:

- Collaborate with the pastor in determining meal schedule, special meals and budget
- Plan meals, shop and purchase food items
- Cook meals, clean the premises and items, empty dishwasher
- Clean all rooms in the rectory unless otherwise indicated, maintaining hygienic conditions; to include sanitizing, dusting, sweeping, vacuuming, mopping, polish hardwood floors
- Develop cleaning schedule to assure rectory is maintained in orderly manner
- Provide laundry services and arrange for dry cleaning, as needed, for the priest living in the rectory
- Purchase and/or order household cleaning supplies
- Other duties, as required

General Requirements:

- 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
- Ability to honour and maintain confidentiality
- May be required to provide own transportation for job-related responsibilities
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Benefits:

This role is eligible for:

- 3 weeks of vacation at 24 hours per week
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)

- Defined Benefit pension plan with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Chris Cauchi** at **fr.chris@sorrows.ca**. Deadline for receipt of applications is **Monday**, **November 23, 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.

Original Posting Date: 2026-11-09