



ST. AUGUSTINE'S SEMINARY

Employment Opportunity

HOUSEKEEPER

St. Augustine's Seminary-Serra House

226 St. George Street, Toronto ON M5R 2N5

Part-Time (14 hours per week)

Overview:

St. Augustine's Seminary – Serra House is seeking a Part-time Housekeeper to provide cleaning and laundry services. This position is 2 days per week, ideally Monday and Wednesday.

Responsibilities:

- Clean bedroom and common areas (lounges) by dusting, sweeping, mopping, waxing and vacuuming
- Provide laundry services for residents, staff and guests including minor alterations, washing and drying clothing and linens and arranging for dry cleaning (as appropriate)
- Clean liturgical linens according to established guidelines
- Prepare a list of supplies as needed and make purchases as authorized by the director or his delegate (e.g., household supplies)
- Organizing and maintaining supplies in the linen closets
- On occasion assist with social functions
- Assisting full-time building janitor on occasion

General Requirements:

- Successful work experience in completing a cleaning plan including sweeping, dusting, washing, waxing
- Ability to honour and maintain confidentiality
- Ability to work flexible hours
- Good public relations skills
- May be required to provide own transportation for job-related responsibilities
- Comfort and adaptability to working with and for priests and seminarians
- A Criminal Record 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 to: **Fr. Scott Birchall** at sbirchall@archtoronto.org. Deadline for receipt of applications is **December 12, 2022**. 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.