



Employment Opportunity

HOUSEKEEPER

St Anthony of Padua Parish

940 North Park Drive Bramalea, ON L6S 3L5

Modified Full time (28 hours per week)

Replacement Position

Target Hiring Salary: \$20.00 per hour

Overview:

St Anthony of Padua Parish is seeking a modified full time Housekeeper for the rectory to look after housekeeping requirements for 3 priests consisting of cleaning, cooking and laundry. This position is required to work 4 days a week from 10:00 AM to 3:00 PM.

Responsibilities:

- Cleans the rectory by dusting, sweeping, mopping, waxing and vacuuming.
- Prepare, cook food for the 3 pastors.
- Develops housekeeping schedule to assure rectory is maintained in an orderly manner.
- Provides laundry services for persons living in the rectory including washing, drying and ironing clothing and linens and arranging for dry cleaning (as appropriate).
- Prepares a list of supplies as needed and makes purchases as authorized by the pastor or his delegate.
- Purchases and/or orders household supplies for the rectory.
- Other duties, as required

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 as necessary
- Good public relations skills for directing those who call or visit the rectory
- May be required to provide own transportation for job-related responsibilities
- Minimum of 3 years of related work experience
- A faith-based 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:

- 12 vacation days per year (equivalent to three 24-hour workweeks)
- 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. Jibin Joy** at **jjoy@archtoronto.org**. Deadline for receipt of applications until 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.