

Employment Opportunity

HOUSEKEEPER

Western Region Auxiliary Bishop's Office & Residence

Shaver Avenue South (near Kipling subway station)

Part time (6 hours per week)

Replacement Position

Hiring Salary: \$21 per hour

Overview:

The Western Region Auxiliary Bishop is seeking a part time Housekeeper to provide cleaning and laundry services. This position is required to work 3 hours per day on Tuesdays and Fridays.

Responsibilities:

- Responsible for dusting, sweeping, mopping, waxing and vacuuming
- Develop a cleaning schedule to ensure office and residence are maintained in an orderly manner
- Provide laundry services for Bishop including washing and drying clothing and linens and arranging for dry cleaning (as appropriate)
- Prepare a list of cleaning and household supplies as needed and makes purchases as authorized by the Bishop or his delegate
- On occasion may answer the phone when the Bishop or Executive Assistant is absent, greet visitors and provide information and referral to persons needing assistance
- Other duties, as required

General Requirements:

- Successful work experience in executing a cleaning plan including sweeping, dusting, waxing, and laundry
- Trustworthy, reliable, and able to maintain confidentiality
- Good public relations skills
- 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

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2025-02** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **January 21, 2025**. 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.